



School Policy Document

Charging and Remission Policy

Date Adopted by Full Governing board: 17 October 2019

Last reviewed on: 10 February 2022

Next review due by: February 2023

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum or statutory religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for**.

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education)

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as before school and after-school activity clubs, supervised homework sessions etc)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

If a surplus occurs (e.g. through an unexpected discount, money back for poor service) this is returned to the same year group through money back or reduced rates on the next trip.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Parents/carers of a pupil who are in receipt of state benefits which would entitle their child to receive free school meals will not be asked to make voluntary contributions. Pupil Premium funding can be used to cover the cost.

Wraparound Care (Breakfast and After School Club)

The Wraparound Club operates a flat rate charging policy. Charges are £5.00 per session for Breakfast Club and £11.00 per session for After School Club.

Unless parents are using the tax-free or student childcare schemes, wraparound sessions have to be paid for at the time of booking. User may book and pay for sessions on a daily, weekly or monthly basis, according to individual requirements. Bookings will only be permitted if payment is made at the time of booking or if the account has a credit balance.

Sessions can be booked up to 8am on the day before the booked session.

For Parents/Carers using the tax-free or student childcare schemes, the system will recognise that the accounts are paid in arrears as Employers are unable to issue vouchers at the time of request. These accounts will be expected to be settled on a monthly basis.

If payments aren't received in a timely manner, parents will no longer be able to attend either provision until full payment has been paid (see debt recovery appendix).

Other Extended School Provision

Extended provision by external providers, such as holiday clubs, Breakfast/After School Clubs, Sports Clubs etc., will make their own charging arrangements.

Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips, which enrich the curriculum and educational experience of the children
- Theatre group performances
- Curriculum themed days, such as History off the Page

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

School Property

Parents may be charged an appropriate amount if school property is damaged or lost by pupils or parents. This is at the discretion of the Headteacher.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be charged at 10p per sheet and 20p for any colour printing.

Private fees

Any report, data or letter that is requested for a child which for the purpose of a third party will be charged at a flat rate of £5. If the work involved in preparing the report exceeds one hour, then an additional charge of £5 per hour will be charged.

The following are typical examples, but this list is not exhaustive:

- Private assessment reports for legal purposes, private schools or private educational psychologists
- Letters providing proof a child's attendance at school
- Confirm someone's identity online for a passport application
- Providing information and/or reports to support a visa application

Transport

On occasions the school may ask parents to help cover the costs of transport arrangements to take pupils to and from extracurricular activities, for example, sporting events, competitions etc.

Letting of Community Facilities

Covered in the School Lettings Policy.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents may be eligible for remissions if they get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit and your household income is less than £7,400 a year (after tax and not including any benefits you get)

Music Tuition

Parents/carers of a pupil who are in receipt of state benefits which would entitle their child to receive free school meals will offered a reduced amount for their child/children to learn to play an instrument with lessons provided by a peripatetic music teacher. This discounted amount will be reviewed by the governing body annually and may be subject to change.

10. Monitoring arrangements

The Headteacher, School Business/Office Managers monitor charges and remissions, and ensures they comply with this policy.

This policy will be reviewed by the governing body annually.

Title: Wraparound Care Debt Management Policy

1. Introduction

- 1.1. The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.
- 1.2. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.
- 1.3. The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Scheme for Financing Schools and any other legal requirements.
- 1.4. The procedures to secure the collection of all debts are outlined below and should be followed by all School staff.
- 1.5. Debt recovery procedures should be applied in accordance with this policy.

2. Debt

- 2.1. The Governing Body has adopted a strict NO DEBT policy relating to payments for wraparound care.
- 2.2. Most parents must pay in advance for wraparound care using the School Gateway App.
- 2.3. If a parent uses either the tax-free childcare or student childcare schemes, then payment is made monthly in arrears. An invoice will be sent from the school office and payment must be made within 7 days.
- 2.4. If the debt is not cleared, the Headteacher will inform the parent that they will not be able to book any further sessions until the debt has been cleared. This is to prevent any further debt being accrued.
- 2.5. If payment of the outstanding debt is not received, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.

3. Reporting of outstanding debt levels

- 3.1. The Office Manager will ensure that the level of outstanding debt is regularly monitored.
- 3.2. Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the relevant committee.
- 3.3. The Governing Body Resources Committee will review the level of outstanding debts periodically to determine whether this level is acceptable and whether action to recover debts is effective.

4. Communication with parents

- 4.1. This policy is available on the school website.
- 4.2. A summary of the expectations are included in the information about wraparound care on the school website.

5. Repayment terms

- 5.1. Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the invoice, and within seven days.
- 5.2. If people are unable to pay, the School may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be carried out, taking the following factors into account.
 - Hardship: Where paying the debt would cause financial hardship.
 - Ill health: Where our recovery action might cause further ill health.
 - Time: Where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
 - Cost: Where the value of the debt is less than the cost of recovering it.
- 5.3. If a debtor requests 'repayment terms' these may be negotiated at the discretion of the Headteacher.
 - A record of all such agreements entered into will be retained.
 - In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.
 - The settlement period should be the shortest that is judged reasonable.

6. Costs of debt recovery

- 6.1. Where the school incurs material additional costs in recovering a debt then the Resources Committee of the Governing Body will decide whether to seek to recover such costs from the debtor. The matter will be dealt with anonymously.
- 6.2. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.

7. Debt 'Write Off'

- 7.1. The decision to write off any debt requires the approval of the Resources Committee of the Governing Body.
- 7.2. A record of the write-off, the reason for it, and the approval for it, will be retained for 7 years.

8. Review

- 8.1. This procedure will be reviewed and approved annually, as part of the school's charging and remissions policy.