BURFORD PRIMARY AND NURSERY SCHOOL

Charging and Remissions Policy

September 2024

Charging and Remissions Policy

Introduction

The purpose of this policy is to ensure that there is clarity over those items which Burford Primary and Nursery School will provide free of charge, and those items for which there may be a charge.

Objectives

The objectives of the charging provisions outlined in the Education Act 1996 are summarised as follows.

- to maintain the right to a free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to meet the costs;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LA, and schools, the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the LA, and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Schools **can** charge for:

- any materials, books, instruments or equipment where the child's parents wishes him/her to own them;
- optional extras (see below)
- music and vocal tuition where the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage 2 instrumental and vocal tuition programme.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are**:

- education provided **outside of school** time that is not:
    - part of the National Curriculum;
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will also make it clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may have to be cancelled.

Residential Visits

Schools **cannot** charge for:

- 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 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents/carers about a forthcoming visit, they should make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

1. Universal Credit in prescribed circumstances
2. Income Support (IS)
3. Income Based Jobseekers Allowance (IBJSA)
4. Support under part VI of the Immigration and Asylum Act 1999
5. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
6. The guarantee element of State Pension Credit 7. An income related employment and support allowance that was introduced on 27 October 2008

Charging Parents/Carers or Family Members who Assist on School Visits

Parents/carers or family members assisting on school visits and activities will not be charged.

Damages

The school will ask parents/carers to pay a voluntary contribution towards the cost of replacing items which are broken, defaced, damaged or lost where this is the result of a pupil's behaviour e.g. a broken window or lost/damaged text book.