



# CHARGING AND REMISSIONS POLICY

## Fulbourn Primary School

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# Charging and Remissions Policy

## Introduction

School governing bodies, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment). Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed in Appendix A of the support available to them when being asked for contributions towards the cost of school visits.

Fulbourn Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## School Charging

Fulbourn Primary School **cannot** charge for:

- an admission application;
- 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, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Fulbourn Primary School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- community facilities.

## 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:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is 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;



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- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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 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 prerequisite for the provision of an optional extra where charges will be made.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## Voluntary contributions

The governing body may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or headteacher should make this clear to parents at the outset. There is no obligation for parents/carers to make any voluntary contribution and no child will be excluded from an activity because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. The school will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what the policy for allocating places on school visits will be. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

## Music Tuition

The cost of peripatetic music teaching and the hire of instruments is chargeable to parents. However, the provision of instruments for teaching within the curriculum is free. Only in the event of the instrument being lost or damaged would a charge be made.



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## Trips and Residential Visits

The school cannot charge for education provided on any visit that takes place during school hours. The school can charge for board and lodging on residential trips. Parents' voluntary contributions will be requested to cover the costs of day and residential trips. Families who are in receipt of benefits listed in Appendix A, or who are experiencing exceptional circumstances which may it difficult for them to meet the full cost, may apply, in confidence, for financial support. This request should be made in writing to the Headteacher using the form at Annex B. Unfortunately, should insufficient voluntary contributions be forthcoming for a visit, the visit may have to be cancelled.

## Replacement/Repair of Damaged, Defaced or Lost School Property

Where this is a result of a pupil or parent/carer's behaviour, parents will be asked to cover the replacement costs of the item/damage incurred. If group reading books are lost or damaged, we will also ask parents to pay for a replacement so that a full set can still be available.

## Extra-Curricular Clubs

Clubs and activities provided by third parties and/or outside of the school day may be chargeable.

## Passport Applications

The school requests that you make a voluntary contribution of £20 towards school funds if asking a Headteacher or member of staff to sign photographs and passport application forms.

## Reports for Private Schools

When an application for a place is made to a private school, there may be additional costs incurred. Some private schools ask for a separate report, other than the school format, which requires several hours of additional work from the class teacher. Should this happen, there may be a charge to parents of £25.

## Returned Cheques

The school reserves the right to charge back to the drawer any cheques returned at cost.

## Miscellaneous

If children wish to take home items they have made in school with re-usable resources (e.g. motors, wheels, propellers etc.) the school may ask for a small donation to cover the cost of replacement of those parts.



# Charging and Remissions Policy

## Appendix A: Qualifying Benefits

- 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 are 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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## Appendix B: Application for a reduction in charges for a school trip/visit

To apply for a reduction of a charge a parent/carer should complete this form with the following information.

|                             |                   |                       |  |
|-----------------------------|-------------------|-----------------------|--|
| Family name of Parent/Carer | Mr/Mrs/Miss/Ms/Dr |                       |  |
| Forename                    |                   | Relationship to pupil |  |
| Full Postal Address         |                   |                       |  |
| Postcode                    |                   | Phone No.             |  |

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for a reduction in charges

| Full Names of Child/ren | Class/es |
|-------------------------|----------|
|                         |          |
|                         |          |
|                         |          |

|  |  |                    |  |
|--|--|--------------------|--|
| Location of Trip/Visit                                       |  | Date of Trip/Visit |  |
| Please state the reason(s) why you are requesting remission: |  |                    |  |
|  |  |                    |  |

Please indicate if you are in receipt of any of the Qualifying Benefits below:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Income Support  |
| <input type="checkbox"/> | Income-based Jobseeker's Allowance  |
| <input type="checkbox"/> | Income-related Employment and Support Allowance   |
| <input type="checkbox"/> | Support under Part VI of the Immigration and Asylum Act 1999  |
| <input type="checkbox"/> | The Guaranteed element of Pension Credit  |
| <input type="checkbox"/> | Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)                                 |
| <input type="checkbox"/> | Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit   |
| <input type="checkbox"/> | Universal Credit – if you applied on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) |

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I wish to apply for a reduction of charges for the visit/trip detailed above

Signature of Applicant .....

Date .....

Please return the completed form to the school office addressed to the Headteacher and marked confidential.

For School use only

| Reduction Approved |  | Yes / No | Reason |
|--------------------|--|----------|--------|
| Signed by          |  |          |        |
| Position           |  |          |        |
| Date               |  |          |        |