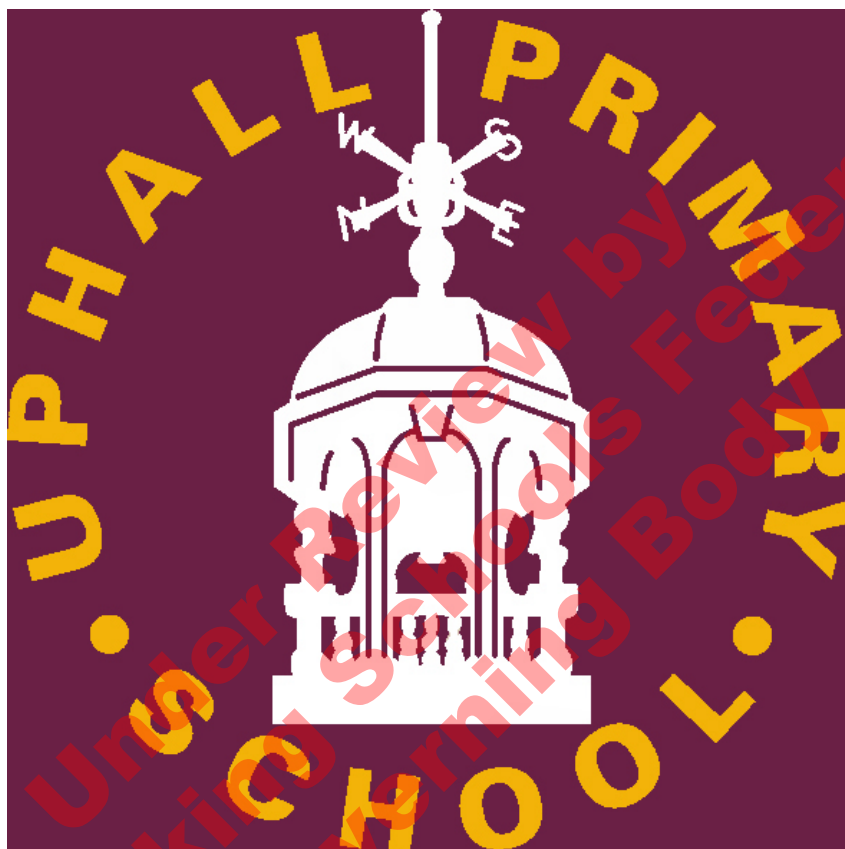


# UPHALL PRIMARY SCHOOL CHARGING AND FEE REMISSION POLICY



Reviewed/Adopted: July 2018  
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Review Frequency: Annually  
Reviewed By: Governing Body

**Chair of Governors/Governing Body**

**NAME:** Jenni Braysher

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Uphall Primary School**

## Charging and Fee Remission Policy

### 1. Introduction

1.1 This charging 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 England.

1.2 We believe 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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### 2. Roles and responsibilities of governors, head teacher and other staff

The head teacher, staff and governors will ensure that the following applies:

2.1 **No charges** (*i.e. a fee payable for specifically defined activities*) **will be made for:-**

- 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 the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, **Governors have agreed that Voluntary Contributions may be requested.**
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, **Governors have agreed that Voluntary Contributions may be requested.**
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.

2.2 **Activities for which charges** (*i.e. fee payable*) **may be made**

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

- **Activities outside school hours** – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Certain early year's provision and community facilities.
- **Residential activities** – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size, which is not part of the National Curriculum.

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.

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.

### **3. Families qualifying for remissions or help with charges**

3.1 In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

#### **3.2 Remissions (i.e. Cancellation of fee that would normally be chargeable) for residential visits.**

Parents who can prove they are in receipt of any of the following benefits will be exempt (wholly or partly) from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

3.3 The Head teacher, Resources Committee or Governing Body may remit in full or part charges/ or penalty fees in respect of a pupil, if it feels it is reasonable in the circumstances.

#### 4. **Additional considerations**

4.1 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.

#### 4.2 **Damage/Loss to Property**

4.2

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

#### 4.3 **Absence Charges**

The School has adopted the Local Authority's (LA) "zero tolerance" policy towards: i) Unauthorised absence and ii) Late collection of pupils after end of the school day.

#### **Late collection – penalty**

The purpose of the penalty is to focus on parent(s) or carer(s) of children who are

collected persistently or significantly late. This mechanism will be reviewed annually.

**The current penalty fee:**

Period of lateness	Fees (£)
Up to 3:40 p.m.	No charge
3:40 – 4:10 p.m.	£10.00
4:10 – 5:10 p.m. (*)	£15.00

For further information please see the penalty policy statement for the penalty fees of late collection of children.

**Social Services Care:** Any child still uncollected from 5:00pm may be taken into social services care. Alternatively, the head teacher/ senior leader will contact the local police to notify them that a child has been left at the school.

**Unauthorised Absence**

4.4

Should your child be absent due to unauthorised holiday or event, it will automatically be referred to the LA who will enforce an immediate fine of £60.00 (or as determined by the LA) due to be paid within 28 days. The fine will increase to £120 for non-payment after the 28 days. This is a per pupil charge per parent.

5.0

**THE LAW ON CHARGING: Extended Schools**

Where schools offer extended activities through third-party providers from the voluntary and private sectors, whether on the school site or elsewhere, those providers are not subject to any of the following legal constraints. However, schools providing activities direct must comply with the law, as follows:

- a. Every school governing body must devise and publish a charging and fee remission policy. A school cannot make any charges to parents unless this policy is in place. (The relevant regulations are summarised in the Guide to the Law for School Governors and in DfE's Guidance on Charging for School Activities.)
- b. School governing bodies have powers to provide any facilities or services that further any charitable purpose for pupils, their families and for people who live and work in the local community. This includes childcare.
- c. Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.
- d. Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.
- e. Schools may not charge for: any study support activities provided during the school day, except for music tuition, or for provision before or after the school day which delivers the National Curriculum or prepares a child for a public examination.
- f. Schools may lawfully charge for other study support (for example, additional sport, drama and music clubs, holiday activities, visits, and additional courses, such as

first aid), following consultation.

- g. Extended day services are chargeable – for example: breakfast clubs, after-school clubs and multi-sports clubs.

Extended schools offer particular benefits for the most disadvantaged children and young people. So it is important that they have free access to at least some study support activities, especially those designed for children who have fallen behind in attainment, to enhance their achievement and enjoyment and support personalised learning.

**5. Relationship to other policies (Linked policies)**

The policy compliments the school's equality policy, curriculum policy, finance policy and procedures, educational visits policy and the teaching and learning policy.

**Under Review by  
The Thinking Schools Federation  
Governing Body**