

Mason Moor Primary School



Charging and Remissions Policy

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Approved by: Governing Body Approval date:

Last review date: Contact: info@masonmoorprimary.co.uk

Next review
date: Approvers
signature:

At Mason Moor Primary School, no child is left behind. Where you live, and your current personal circumstances, do not dictate your destiny. Every member of staff is aligned to our three core values; drivers for everything we do. Central to our philosophy on improving life-chances, is the relentless pursuit of the value ‘nurture’ - a continuous focus on positive regard for all.

Our values:



Nurture

We demonstrate and live this value through building unconditional positive praise for all who work at Mason Moor.

“No significant learning can occur without a significant relationship” (James Comer)



Grow

We demonstrate and live this value through opportunities to grow - for example through our Character Development Curriculum and wider enrichment enabling all pupils to grow as confident, articulate individuals.



Achieve

We ensure that there are no perceived (or real) ceiling limits placed on a child’s potential. To this end, we expect staff to be every child’s champion. Children here are developed to feel self-worth, to know their place in the world and to know they matter.

Every child deserves a champion. An adult who will never give up on them, who understands the power of connection and who insists that they become the best they can possibly be.

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

4.1 The governing board

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

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Executive Head Teacher

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

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the head teacher 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.

4.4 Parents

Parents are expected to notify staff or the head teacher 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.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 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 board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

5.3 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
 - A syllabus for a prescribed public examination that the pupil is being prepared

for at the school.

- 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**.

6.1 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

6.2 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - 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 board 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 breakfast clubs, after-school clubs, tea, and supervised homework sessions)

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.

6.3 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 program
- For a pupil who is looked after by a local authority

6.4 Residential visits

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

6.5 Late Collection

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parent(s)/carer(s) who fail to collect their child(ren) from school within a reasonable time after the close of the school day or after a school activity. The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school

activities.

The governing body has decided that, except in emergency situations (traffic does not count as an emergency), where children are not collected from the school within 15 minutes after the school day or after-school activities ending, a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances. Notification must be given to the school as soon as the situation arises or when collecting the child(ren).

In cases where a child is not collected within fifteen minutes of the end of the day or after school activity the child will be placed into after-school provision and the following charges will apply:

- **Late collection from school/after school clubs will automatically result in a £6.50 charge.**
- **Late collection from after school provision will be charged at £10.00 for every 15 minutes and will be referred to Southampton Council Children's Social Care Department**
- **The parent will be issued with an invoice and expected to pay within the date set on the invoice.**
- **Failure to pay will lead to further action being taken.**

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school can 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*

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:

- *Breakfast club – price includes childcare element and breakfast.*
- *After school wraparound provision - price includes childcare element and a snack.*

For regular activities, the charges for each activity will be determined by the governing board and reviewed in February each year. Parents will be informed of the charges for the coming year in July each year.

9. Damages

The school will always seek to recover costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

- Charges for damages may include third party contractor costs and school site team working time costs.
- Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be appointed based on proven culpability.
- Culpability of individuals with regard to damage liability will be established by:
 - Written statements of admission by those identified.
 - Corroborative written statements by witnesses
 - Review of CCTV where applicable

Parents/carers will be directly invoiced by the school and a staged payment will be considered by the Head Teacher on application and subject to mutual agreement. Overdue invoices (whether partial or fully outstanding) for payment will be pursued through the school/Local Authority.

10. Remissions

In some circumstances the school may reduce or 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.

10.1 Remissions for residential visits

The governing body may decide to reduce the cost of residential visits for those children whose parents are in receipt of certain benefits.

11. Pecuniary Interests

Pecuniary interests of all governors and staff with financial responsibilities must be recorded, reviewed annually, and kept up to date.

12. Gifts

When a member of staff receives a gift from an outside agency, the gift and its value must

be recorded within the minutes of the governing body. As a rule, a gift with a value less than £25.00 can be retained without reference.

13. Staff Charging Policy

On some occasions, small gifts/flowers to staff or helpers will be paid for from school funds up to a maximum amount of £25.00.

14. Earned Income

When a member of staff undertakes work for other agencies, for which a payment is to be received, the benefits for this arrangement to the school, needs to be considered and minuted by the governing body. All fees generated from this type of work shall be paid in full into school funds unless the work concerned has been done wholly outside the time when school duties would be performed.

15. Monitoring arrangements

The head teacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the head teacher every year. At every review, the policy will be approved by the governing board.