

Charging and Remissions Policy
Amington Heath Primary School and Nursery



Approved by: Governors (Finance)		Date:
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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 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 finance committee

4.2 The Headteacher

The headteacher 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 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.

4.4 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**:

5.1 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.

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 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

Music and vocal tuition, in limited circumstances

Certain early years provision (see Appendix 1)

Community facilities

6.2 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

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, 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)

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.

Refunds must be authorised in advance and will not normally be agreed for absence due to illness or appointments.

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 programme

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.

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
- Sport activities
- Enrichment visits in school

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. School Meals

Children in Reception and Key Stage One are entitled to free school meals. Children in early years and Key Stage Two may be entitled to free school meals if their families meet certain criteria and complete the application process. All other school meals are charged for. There is no obligation to purchase a school meal. All children have the option to bring a packed lunch. Where there are outstanding payments, the school reserve the right to withdraw the option of a school meal.

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.

9.1 Remissions for residential visits

Where available, sponsorship will be provided for children of families on various forms of benefit, income support or in special circumstances to enable them to take part in residential visits. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

10. Monitoring arrangements

The office manager and admin assistant monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the headteacher every year. At every review, the policy will be approved by finance committee.

11. Billing

All bills are processed and paid through ParentPay.

Payments for chargeable sessions must be made in the week of the session being taken. If payments are overdue by two weeks or more, the school have the right to refuse attendance until payment is made. During this time, booked sessions are still chargeable.

Payments for meals must be paid in advance. Office staff are to check account balances when adding dinners to ParentPay. If the account is in arrears a phone call is to be made to request payment immediately. A debt allowance of £5 is granted should a parent genuinely forget to pay. Payment must be paid the following day. If payment is not received, parents must send their child with a packed lunch.

If booked sessions are not attended, they will still be charged for. (Unless child is absent from school)

Payment reminders will be sent via text/email. These may be followed up by phone calls. Warning and final debt letters will be issued and recorded. Where payment is still not made, parents will be requested to sign up to a payment plan. A failure to pay at this point will be referred to the LA debt collection department.

Appendix 1 - Chargeable Provision

EYFS

Children under reception age may attend nursery and pre-nursery provision.

All 3 and 4 year olds are entitled to 15 hours of early education per week (over 38 weeks).

Working parents who meet the earnings criteria could be entitled to an additional 15 hours of early education, making up a total of up to 30 hours per week (over 38 weeks).

Children aged 2 may be entitled to 'Think2' funding (depending on family circumstances) which is a maximum of 15 hours of early education per week (over 38 weeks).

In addition to these funded hours, children may attend for additional hours as charged below.

£30.00 Daily for 2 year olds

£30.00 Daily for 3 to 4 years

£15.00 Half day Session for 2 year olds

£15.00 Half Day Session for 3 to 4 years

£2.30 Lunch

School Dinners

School Dinners are £2.30 per meal.

After School Activity clubs

At Amington Heath we do not charge for clubs that are run by staff members and do not involve specialist equipment or training. However, on occasion we do offer clubs that are run by specialist staff or that involve additional resources. The charge for these clubs does not exceed the cost. The charge is made clear to parents and attendance is optional. Payment and registration is through ParentPay.

Breakfast Club

20p per sessions for children in receipt of free school meals

50p per session for all other pupils *or*

£2 per week.

Sessions can be carried forward if a child is absent from school but not if they are only absent from breakfast club.

Late Collection

Parents and carers are encouraged to collect their children on time from nursery and after school clubs. Parents must inform the school if they are going to be late. The school may charge a late collection fee of £5 after 5 minutes and £15 after 15 minutes and for every 15 minutes thereafter. In after school club this applies from the time the child is booked in until.

Feb 2020	Inclusion of charges for breakfast club, after school club and after school activities Inclusion of ParentPay as method of payment Changes to billing and late payments
Jun 2020	Changes to billing
Jan 2022	Changes to billing