



St Faith's

Church of England
Infant and Nursery School



St Faith's Church of England Infant and Nursery School

Charging and Remissions Policy

1. INTRODUCTION

This policy outlines the criteria for charging for events and activities and how the school will apply them.

2. Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. The lunch hour is not considered to fall within school hours.

The Governing Body formulated this policy with reference to the Education Act 1996.

3. Principles of a Remissions Policy

Section 457 of the Education Act 1996 states that, where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are:

- Income Support,
- Income-based Jobseeker's Allowance,
- Support under Part V1 of the Immigration and Asylum Act 1999,
- Child Tax Credit provided the parent is not entitled to working Tax Credit and their annual income does not exceed £15, 575, or Guaranteed State Pension Credit.

There should be complete remission of board and lodging charges if the activity is deemed to take place during school hours, or out of school hours.

There should be no charge for any activity provided to:

- fulfil any requirements specified in the syllabus for a prescribed public examination;
- specifically fulfil statutory duties relating to the National Curriculum;
- specifically fulfil statutory duties relating to Religious Education.

4. Charging and Remission Policy

4.1. Education

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

Schools and local authorities can charge for:

- additional Nursery hours, which exceed the 15 hours or 30 hours entitlement, should we have spaces available;
- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances.

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Remissions are available on application to the Lincolnshire Music Service at the following rates for music tuition:

- Children entitled to Free School Meals: 50% tuition and 100% instrument hire
- Looked After Children: 100% for group tuition and instrument hire

5. Optional Extras

Charges may be made for some activities that are known as "optional extras". These are activities outside school time not related to statutory duties. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

In calculating the cost of optional extras an amount may be included in relation to:

- our before and after school wraparound care, The Fireflies.
- 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;
- 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 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.

6. Charges may also be made for:

- 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, charging is only permitted for this element, other costs may be financed by voluntary contribution or from other sources. See above for remission of these charges for parents in receipt of prescribed benefits.

7. Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit.

8. Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests will make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because their parents have not contributed. However, such activities may be cancelled due to insufficient parental contributions being made and if the school budget cannot cover the cost.

Charges made to parents will not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

At this school, voluntary contributions are requested towards:

- school visits and visitors. The cost is calculated on the basis described above.
- Year 2 swimming lessons, when provided. The request is for contributions per term. This helps to pay for the bus and the swimming teacher.

9. Charging Parents for breakages and fines

The school may ask parents to pay a voluntary contribution towards the cost of replacing a broken window or defaced, damaged or lost equipment etc. where this is the result of a pupil's behaviour.

This matter is also referred to in the school's Social and Emotional Policy so that parents and pupils are aware of the position.

Agreed by Resources Committee	January 2023
Chair of Resources Committee	Mr Robert Parker
Head Teacher	Mrs Amanda Konrath
Administrator	Mrs Juliet Cox
Review Date	January 2026