



IFIELD SCHOOL & KING'S FARM PRIMARY SCHOOL FEDERATION

CHARGING AND REMISSIONS POLICY

Approved by Finance and Resource Committee Date 9 November 2021

Date: Autumn 2021

Review Date: Autumn 2023

The Cedar Federation

Ifield School & King's Farm Primary School - Charging and Remissions Policy

Status Statutory

Aims

Our federation 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

Purpose

The purpose of the policy is to ensure that, during the school day, all pupils have full and free access to a broad and balanced curriculum.

The Ifield School day is defined as: 9.00am to 3.30pm

The King's Farm School day is defined as: 8.45am to 3.15pm

Breakfast club is offered from 7:30 to 8:45am

After School Club is offered from 3:15 to 5:30pm

Statutory Guidance and Supporting Information

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 England.

Department for Education. Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

The Governor Handbook, 2017

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Relationship to other school policies

The policy complements the school's Equality and Diversity Policy, Curriculum Policy, Lettings Policy, Learning Outside the Classroom Policy and inclusive teaching and learning policy.

Roles and responsibilities

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 federation committee delegated to approve the policy is the Finance and Resource Committee.

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

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

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 school 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.

The Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the normal school day will be provided free of charge.

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

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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.

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.

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day, which entail additional costs, [e.g. ingredients for food technology or materials for art and design lessons where the parents will own the finished article.]

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not contribute. Pupils of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as visiting theatre companies to arrange an activity during the school day. Such organisations may often charge and consequently the school may wish to request voluntary contributions towards this cost from the parents, who may, if they wish, ask the head of school to agree to their child being absent for that period.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. Any parent/carer experiencing financial hardship should be encouraged to speak to the head of school in order to establish if financial support is available to them in respect of requests for voluntary contributions.

PE Enrichment at Ifield School

Parents at Ifield School are asked to provide a voluntary contribution of £10 per term (Early Years and Key Stage 1), £30 (Key Stage 2) and £45 (key stages 3,4,5) in Terms 1, 3 and 5 to contribute towards the cost of PE Enrichment.

Swimming at King's Farm School

King's Farm School organises swimming lessons for pupils in Year 6. These take place in school time. Parents are asked to make a voluntary contribution for these lessons used to contribute towards the cost of specialist tuition. Parents are informed when these lessons are to take place and written parental permission is required for pupils to take part in swimming lessons.

King's Farm School Breakfast Club (for Year R to Year 6 pupils) is subsidised by Magic Breakfast and the school and therefore is offered free to all children from 8:00am as long as they eat from the subsidised menu. If pupils would like food and drink in addition to the subsidised menu there will be a charge. If pupils attend from 7:30 there is a charge of £3.

Music Tuition

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in

which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may be made for vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22 of the Children Act 1989).

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, e.g. theatre trips where such activities are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education. Support for cases of hardship may come through voluntary contributions and fundraising.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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.

Ifield School After School Clubs

There is a wide choice of After School Clubs available at both the main school and sixth form sites. They are run from 3.30pm to 5.00pm on Monday to Thursday evenings.

In order to subsidise the cost of running the clubs Ifield has adopted a policy of allowing one free club per pupil and charging £5 per week for each other clubs attended. An additional charge of £1 is made for ingredients for Cookery Club.

Parents are advised that if there is insufficient interest then one or more of the clubs offered may be cancelled.

Payment for the term is due at the beginning of each term.

King's Farm School After School Clubs

A daily After School Club is run from 3:15- 5:30pm Monday to Friday for children from Year R to Year 6. The charge for this is £2.00 until 4:00pm and £5.00 until 5:30. In

addition other activities are run after school and a contribution towards these is requested where appropriate.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

A charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If the bigger proportion of time spent falls outside of the normal school day, charges may be made. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging. Charges will not exceed the actual cost.

If the number of school sessions taken up by the visit equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A half day means any period of 12 hours ending with noon or midnight on any day.

Parents who can prove they are in receipt of any of the following benefits will be exempt 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)

Ifield School mini-bus

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

In some circumstances the schools may not charge for items or activities set out in this policy. This will be at the discretion of the governing body and will depend on the activity in question.

Where charges cannot be made

Below we set out what we **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

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

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

Arrangements for monitoring and evaluation

The Leadership Team will continually monitor the activities and costs; and The Finance and Resource Management Committee will monitor the impact of this policy by receiving biennially, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Cedar Federation is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in the schools.

Single Equalities Scheme Impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the schools.

Date: Autumn 2021

Review Date: Autumn 2023

Signed by Chair of Governors:.....

Signed by Headteacher (Ifield):

Signed by Headteacher (King's Farm):

Signed by Chair of Governing Body Committee:
Finance and Resource Management Committee