



PORTFIELDS PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Date	Review Date	Co-ordinator	Committee Responsible
Sep 2023	Sep 2024	Headteacher/ School Business Manager/ Bursar	Finance, Premises and Personnel

Purpose and Background

Portfields Primary School wishes to make a broad programme of activities accessible to as many students as possible. Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

This policy has been created using 'Charging for School Activities' guidance produced by the Department for Education, found on Gov.uk website.

<https://www.gov.uk/government/publications/charging-for-school-activities>

Charging

No student should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents may apply to the school for special consideration regarding financial support.

SUMMARY

What Can and Cannot be Charged for

Portfields Primary School **cannot** charge for:

- the admission to the 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;
- 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;
- 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.

Portfields Primary School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras;
- music and vocal tuition, in limited circumstances;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- board and lodging.
- certain early years provision
- community facilities

Voluntary Contributions

Nothing in legislation prevents the School's Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the School cannot fund it from some other source, then it may be cancelled. Portfields Primary School will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Portfields Primary School will make it clear to parents at the outset what their policy for allocating places on school visits will be.

CHARGEABLE ACTIVITIES

If a charge is to be made for a particular type of activity, the school will make it clear to parents how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information can be made available to parents if requested.

Material and Equipment

Parents may be expected to provide materials, or be charged for materials where the parents wish to own the end product, for example, ingredients and or materials for items produced during food technology, textiles, design technology and art classes. Also, should a parent wish to own the books or equipment, such as revision guides, text books and musical instruments, these items will be chargeable.

Optional Extras

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;
 - 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 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;
- 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;
- 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 **must not exceed** the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not 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 will 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 prerequisite for the provision of an optional extra where charges will be made.

Music Tuition

Although the law states that all education provided during school hours must be free, instrumental and vocal lessons are an exception to this rule.

Schools 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.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which schools can charge for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Portfields Primary School may charge 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. 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, may be charged. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The Regulations make clear that 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 the Section 22(l) of the Children Act 1989).

Residential visits

Portfields Primary School **cannot** charge for:

- education provided on any visit that takes place during school hours
- education provided on a visit that takes place 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;
- supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.

Portfields Primary School **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

REMISSIONS

Criteria for Exceptions

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 £18,725)
- <https://www.gov.uk/government/publications/rates-and-allowances-tax-credits-child-benefit-and-guardians-allowance/tax-credits-child-benefit-and-guardians-allowance>
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

- <https://www.gov.uk/universal-credit/what-youll-get>
- Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Additional Support

For individuals living in Newport Pagnell, the following charitable organisations may be able to offer assistance for chargeable activities:

Newport Pagnell Educational Trust

Registered Charity number: 1037556

The Educational Trust provides financial support for education of individuals living in Newport Pagnell. The fund was formed following the sale of a property known as Church House. As the original purchase of Church House was in part funded by the community 37% of the sales receipts were invested to be used for the benefit of the local population. Several thousand pounds are disbursed each year to provide financial assistance to individuals and organisations for educational purposes. The trustees of the fund meet twice yearly, in September and February to consider applications for support and will consider applications for both academic and professional education. If you would like to apply for support then applications should be submitted in writing to the Chair of Trustees. The school can be contacted for these details.

Town Lands

Registered Charity number: 205592

Using income for the benefit of the townspeople of Newport Pagnell.

Application may be made to the fund for assistance, on a case by case basis, where deprivation and disadvantage can be demonstrated. Please contact Diane Kitchen on dikitchen@talktalk.net for further information.