



Faith  
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Trust



The Carlton & Faceby and Bilsdale CE Federation

# Charging and Remissions Policy

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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 and will not be made.
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

### 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### 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.

#### 4.2 Headteachers

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/Carers

Parents/Carers 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 we **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/carer.
- › 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, covering for teachers who are absent from school, accompanying pupils on a residential visit.

## 6. Where charges can be made

Below we set out what we **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 section 6.2).
- › Music and vocal tuition, in limited circumstances (see section 6.3).
- › Certain early years provision.
- › Community facilities.
- › 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.

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras.' In these cases, schools 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 or 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, 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/carers 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

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/carer.

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

A school can request voluntary contributions for the benefit of the school or any school activity.

The Head Teacher or Governing Body should, from the outset, make clear to parents/carers:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That there is no obligation to make a contribution as it is voluntary, not compulsory;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an activity if his/her parents/carers are unwilling or unable to pay.

Parents/carers must not be made to feel pressurised into paying a voluntary contribution and schools should not send colour coded reminder letters or direct debit/standing order mandates when requesting contributions.

## 8. Activities we charge for

The school will charge for the following activities:

### 8.1 Extended Schools

Carlton & Faceby School provides a term time only Breakfast Club for 3 to 11-year olds and Wrap Around Care service supervised by school staff and is available to all pupils that are registered at Carlton & Faceby CE Primary School or Bilsdale Midcable Chop Gate CE Primary School. Parents/carers are responsible for arranging transport for their child to or from these sessions. Parent/carers will be charged for use of the service, which must be pre-booked; the session times and charges are currently as follows:

Breakfast Club:                8.00am until the start of school including breakfast - £3.00 per child  
   7.45am until the start of school including breakfast - £4.00 per child

After School Club (charged at £4.00 per hour and a half hour period is £2.00):

From	Until	Price
End of school	4.00pm	£2.00
End of school	4.30pm	£4.00
End of school	5.00pm	£6.00
End of school	5.30pm	£8.00

£1 per minute for late collection after 5:30pm.

## 8.2 Early Years at Carlton & Faceby (Little Owls)

### Nursery Charges for Additional Sessions over the funded 15 hours

All 3 and 4-year-old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Nationally, from 1st September 2017, every eligible working family can apply to access 30 hours of funded childcare each week in term time or 1140 funded hours stretched over the year using the HMRC eligibility checking service. Parent/carers will also need to apply each term to ensure they still meet the eligibility criteria and grace periods will be put in place to ensure that parent/carers can still claim their funded places for as long as possible. Please direct them to: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given. Sessions will consist of 3 hours and will be charged at £12 per session. The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependent upon availability.

### Invoicing and Payment Procedures

An invoice for the additional sessions will be sent to parent/carers half termly in advance. Where immediate payment of the invoice may cause hardship, parent/carers are advised to contact the Headteacher in writing upon receipt of invoice. The school will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

The school has arranged with several providers to accept payment in the form of vouchers from schemes which employers put in place to benefit their employees i.e., Care-4, Fideliti, Computershare.

### Non-Attendance or Cancellation

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below)

### Lunchtime Sessions

A charge (currently £2.71 but subject to review) will cover school lunch where required.

### Free School Meals

For information on free school meals please refer to the North Yorkshire County Council website [www.northyorks.gov.uk/freeschoolmeals](http://www.northyorks.gov.uk/freeschoolmeals) where applicable please see the School Office Manager.

Where there is entitlement to a Free School Meal the lunchtime supervision charge will be waived for the sessions that the Free School meal applies.

### Important Note:

Any sums payable by parent/carers for optional extras such as unpaid nursery fees, extended school provision etc. to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

### Late Payment Charges:

Charges will be levied at the higher of £5.00 or 5% of the outstanding debt, to cover associated administration costs.

### **8.3 Miscellaneous Charges (other than for pupils)**

#### **Photocopier charges**

5p per Black and White copy    10p per Colour copy

#### **Value Added Tax**

The Governors are constrained by law to apply value added tax to all transactions where appropriate.

#### **Private Telephone Calls and Faxes**

Staff and others using a school telephone may do so, with the prior agreement of the Headteacher, at the rate charged by the telephone supplier.

## **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**

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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
- › Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- › Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

## **10. Monitoring arrangements**

The Admin staff monitor charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Admin staff annually.

At every review, the policy will be approved by the governing body.