

# Seaton Sluice First School



## Charging and Remissions Policy 2023

Reviewed by: Amanda Bennett      April 2023

Role: Headteacher

Approved by: Amanda Bennett

Date to be reviewed: April 2024

Seaton Sluice First School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describe how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

**The policy identifies activities for which**

- charges will not be made.
- charges will be made
- charges may be waived

**Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

***The Law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit

**No charges will be made for**

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
2. 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 the school's basic curriculum for religious education;

3. Tuition for pupils learning to play musical instruments (or singing) 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;
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*;
5. Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school;
6. Education provided on any trip that takes place during school hours;
7. Education provided on any trip that takes place outside school hours
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education;
8. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
9. Transport provided in connection with an educational trip.

\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

### **Activities for which charges may be made**

#### **a) Activities outside school hours**

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

#### **b) Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, however pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

#### **c) Music tuition**

Music tuition for individuals or groups of up to 4 pupils

#### **d) Public Examinations**

- a. The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- b. The Headteacher has the authority to charge for examination entries

- in certain circumstances
- c. The Headteacher is authorised to request payment for wasted examination fees

#### **e) Loss and Damage to School Property**

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

#### **Residential Visits**

When any trip is arranged parents will be notified of the policy for allocating places

#### **Is a residential trip in or out of school time?**

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip 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 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### **f) 30 Hour Nursery Places**

If a parent or carer wishes their child to access additional Nursery hours (not including their daily 3-hour session), they may be entitled to additional government funding to support their child attending 30 hours each week. If working arrangements do not allow them to qualify for additional funding, they will be able to apply to the school to request privately funded hours. The school charges £13 per afternoon session. This charge covers the staffing of the session and reflects the hourly funding that would otherwise be provided through government funding. The school does not make a profit from this fee.

#### **g) Wraparound Care**

Wraparound care is available in the form of a breakfast club and an afterschool club. This provision is suitable for children from Nursery to Year 4. The cost of each session is priced as reasonably as possible to provide adequate staffing and the provision of light meals. The wraparound sessions can be booked on a weekly basis whilst the breakfast club operates on a drop-in ‘needs’ basis. The cost of these sessions are:

Breakfast Club: £3 per day (8:00am-9:00am)

Wraparound Club: 3:15pm-4:30pm £5 and 4:31pm-6:00pm £5

Invoices for wraparound sessions are prepared on a monthly basis by the school’s Finance Manager, Linda Howes, and can be paid by cash or cheque to the school office. Payment for breakfast club is on a daily/weekly basis with cash to the relevant staff.

**4 It is the policy of Seaton Valley Federation that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	Eg. A clay model – a charge to cover the cost of the clay	T.B.A.
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	T.B.A.
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Public Examinations		T.B.A.
Loss and Damage to School Property		T.B.A.

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has

agreed that some activities and visits where charges can legally be made will be offered

at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

**Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

### **Category A**

Parents in receipt of;

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £14,155
- Guaranteed State Pension

**Additional categories of parents may claim help with some costs in the following circumstances:**

- *Is additional help for other categories justified?*
- *How might those categories be defined in ways that allow objective decisions to be made by administrators?*

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits do not place an unnecessary burden on family finances. To this end

we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.