

# Braywood CE First School



## CHARGING AND REMISSIONS POLICY

Braywood CE First School abides with Sections 449-462 of the Education Act 1996 as amended, which set out the law on charging for school activities for schools maintained by local education authorities in England. This policy accurately reflects the terms of the Education Act 1996 as amended, but is not a substitute for those terms.

### Introduction

The school aims to provide a broad, balanced curriculum and a rich, exciting learning environment. The school budget covers all statutory teaching and learning curriculum needs but charges may be levied or voluntary contributions requested to provide for specific activities and specialist equipment. Charges will be made for individual music tuition provided by private tutors during school time.

The charging policy is consistent with the school's Equalities Scheme and will ensure that no child or member of the school community is prejudiced on the grounds of race, gender, social status or sexual orientation. The school will ensure that on these occasions no pupil is disadvantaged solely by their inability to pay.

This Charging and Remissions Policy is available for all current and prospective parents to view on the Braywood CE First School website.

### Voluntary Contributions

Braywood CE First School will ask parents for individual contributions to support –

- additional activities that take place during school hours that enhance the school's delivery of the national curriculum or enrich the educational experience of the children, this shall include trips, workshops, and specialist/expert visitors
- additional activities that are provided over and above the requirements of teaching the National Curriculum, this shall include trips, workshops and specialist visits
- Specialist resources e.g. art / craft / DT and food technology.

Though it is legally allowed to ask for a voluntary contribution from parents for school equipment and its general funds Braywood CE First School has decided not to make such requests.

Braywood CE First School will make clear in any communication with parents the following points –

- if the activity cannot be funded without parental contributions
- that there is no obligation to make any contribution
- no child will be excluded from an activity simply because their parents are unwilling or unable to pay
- that if insufficient parental contributions are raised to fund a visit, then it will be cancelled

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- the school will subsidise the voluntary contribution of any children entitled to Free School Meals (as defined in appendix A) in full

### **Charges**

Braywood CE First School cannot charge for -

- 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school

Braywood CE First School will charge for –

- lost or damaged school property e.g. library books, etc
- wilful damage to School property, e.g. ICT equipment, etc.
- extra-curricular clubs run by the school to help cover the costs of staffing, resources and room use
- Braywood Extra (Early Bird and Squirrel Club) fees

Braywood CE First School can charge for -

- any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- optional extras (as defined in appendix B)
- music tuition, as covered by The Charges for Music Tuition (England) Regulations 2007 (see appendix C)
- board and lodging for all trips
- where a trip is deemed to be outside school hours (see appendix D) the school can also charge for:
  - travel costs
  - materials, books, instruments and other equipment
  - non-teaching staff costs
  - entrance fees to museums, theatres, castles, etc
  - insurance costs

Braywood CE First School does not charge for –

- extra Maths and English tuition
- Kiss and Drop

Braywood CE First School cannot charge for -

- 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, 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 for those teachers who are absent from school accompanying pupils on a residential trip.

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- 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 trip.

But will charge for any other transport, as this is a permitted optional extra.

### **Remissions Policy**

Where a remission is the cancellation of a debt or charge, Braywood CE First School will remit charges and voluntary contributions as set out in the policy above.

### **Website**

This policy is available to view on the school website, see  
*Parents ; Our Office : Financial Procedures.*

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Chair of Financial Governor Committee

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Date

**Appendix A – Definition of eligibility for Free School Meals**  
From - <https://www.gov.uk/apply-free-school-meals>

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

**Appendix B – Definition of Optional Extras from  
Department for Education Charging for school activities  
Advice for governing bodies, school leaders, school staff, and local authorities  
November 2013**

### **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; 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.

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 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.

**Appendix C – Definition of Music Tuition charges from  
Department for Education Charging for school activities  
Advice for governing bodies, school leaders, school staff, and local authorities  
November 2013**

**Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

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. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. 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. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

**Appendix D – Definition of Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, 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.

**Non residential activities**

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. School hours do not include the break in the middle of the day.

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. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

**Residential visits**

If the number of school sessions taken up by the visit 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. Using the above calculation, the trip would equate to nine half day sessions, five of which are deemed to be in school hours, ie more than 50%.

**Example 1:**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the trip is deemed to have taken place during school hours.

**Example 2:**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the trip is deemed to have taken place outside school hours.