
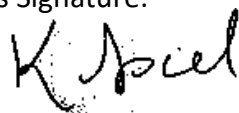


# LITTLE HEATON CE PRIMARY SCHOOL



## CHARGING POLICY

**Mark 9.23 - All things are possible for those who believe.**

Date of Issue: <b>February 2023</b>	Date of Last Review:
To be Reviewed: <b>February 2024</b>	
Headteacher Signature: 	Chair of Governors Signature: 



## **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 be made.

## **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 449-462 of which set out the law on charging for school activities in maintained schools in England.

## **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.

In our school, responsibility for approving the charging and remissions policy has been delegated to The Headteacher.

### **4.2 The 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**

Our 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 senior leadership team 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.

## **5. Where charges cannot be made**

Below we set out **what the school 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:
  - o The national curriculum
  - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school

- o 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

## **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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **6. Where charges can be made**

Below we set out **what the school 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 below)
- Music and vocal tuition, in limited circumstances
- Community facilities

### **6.2 Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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 (homework sessions etc)

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 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

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is at the request of the pupil's parent. Parents will be sent a music request form when their child enters year three. This is voluntary and will be accepted as the parents request to have music tuition outside of the curriculum.

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

From year three upwards (classes 7- 14) children are invited to have music lessons on an instrument of their choice. Music lessons are £60 per term. If your child chooses to play a brass or woodwind instrument, an additional charge of £25.00 per annum is payable for the insurance of the instrument (***no instruments will be issued until the insurance payment has been received by school***). If the Music teacher is unable to attend or cannot make up for the missed lesson, a refund will be issued which is currently £4.73 per session. Music fees are payable in advance on a termly basis but parents who are experiencing financial difficulties and wish to pay over an extended period are asked to contact the office to discuss. Failure to pay your music fees promptly and in advance of the term will result in lessons being withdrawn with no refund being issued.

#### **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**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. School trips and visits are organised each year to enhance the curriculum and the educational experience of children. These are organised by the class teacher and we ask the parents to contribute towards the cost of the coach and entrance fees/charges.

Periodically we invite theatre companies and other organisations to the school to perform or give presentations to the children. These usually incur charges and we ask for a contribution towards the cost, again payment should be made via School Money.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

#### **8. Activities this school charges for**

The school will charge for the following activities:

##### **8.1 Breakfast and After School Club**

The Breakfast Club is open from 07:45 in the morning the current cost is £3.00 for each child.

The After School Club (Tea Time Club) is open from 3.30pm to 4.30pm and the current cost is £5.00 per child.

Fees are payable one week in advance, places are limited and issued on a first come first served basis. **Payment must be received by 9am Monday of the week booked.**

**We do not allow arrears to build and persistent failure to pay fees for Breakfast and After School Club will result in the loss of the child's place.**

**Failure to collect your child on time by the end of Afterschool Club at 4.30pm will result in a £10 charge being applied. Please also note that if you are late on more than two occasions, we reserve the right to withdraw the place.**

##### **8.2 Dinner Monies**

From 1<sup>st</sup> April 2023, School dinners are charged at £2.60 per meal or £13.00 p/w **payable before 9am every Monday one week in advance.** Should arrears total two weeks then parents will be contacted by the School Administrator. If no payment is received within one week after this communication the School Bursar will write to the parents and insist that a packed lunch will be needed for their child until the debt is paid.

Children who are entitled to Free School Meals can only access them if the office has received notification from Rochdale Borough Council – if notification is not received all meals must be paid for, any overpayments will be refunded if required.

##### **8.3 Milk**

Milk is available for children in Reception free of charge. Water is available for all children in KS1 and KS2. Milk is also available to all other classes, however this is charged at £4 per half term. If your child is entitled to income related Free School Meals (not Universal Free School Meals)

then milk is free of charge. If your child wishes to have milk then you will need to inform and pay at the office if required.

## **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 the following benefits may be exempt from paying the cost of the residential visit. It is the Headteacher's discretion whether school can support the charge of the residential visit:-

- Universal credit in prescribed circumstances
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **10. Monitoring arrangements**

The Bursar monitors charges and remissions, and ensures these comply with this policy.

## **11. Conditions**

The Governing Body reserves the right to charge parents for any damage or breakages to school property, grounds or buildings, whether accidental or intentional.