



# BOWERHAM PRIMARY & NURSERY SCHOOL

## Charging & Remissions Policy

**DATE: July 2021**

**Review date: July 2022**



**Stand tall, reach high, love learning**

*The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.*

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

- 1.1 The school operates its 'Charging Policy' in accordance with legal requirements. Specifically the Governors keep under review its policies on:-
  - ◆ charging for school activities
  - ◆ remission arrangements
- 1.2 Additionally, the Governors adopt any Charging and Remission Policy from the Lancashire Local Authority.
- 1.3 The following information is intended to clarify the Local Authority's Policy and the Policy, as determined by the Governing Body, is reviewed annually. In any dispute the Local Authority Policy takes precedence.
- 1.4 The Governors make charges only in circumstances where this is permitted by legislation and in accordance with the Local Authority guidelines.
- 1.5 The Headteacher ensures the Policy is available at the school for inspection by parents and other persons at all reasonable times on a school day and for distribution to parents, on request. There may be a small charge for photocopying.
- 1.6 There will be no charge for the following activities;-
  - ◆ Education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and the activity.
  - ◆ Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination, for which the pupil is being prepared at the school, or part of religious education.

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- ◆ instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.
- ◆ Instrumental and vocal tuition for children in care.
- ◆ Entry for a prescribed examination including re-sits provided that a pupil has been prepared for it at school.
- ◆ Examination re-sit(s) if the pupil is being prepared for the re-sit at the school.

## **Voluntary Contributions**

- 2.1 The restrictions on charging for activities do not in any way prohibit the school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. It is made clear to parents when contributions are requested for an activity during school hours that:-
- ◆ There is no obligation to contribute.
  - ◆ That pupils will not be treated differently according to whether or not their parents have contributed.
- 2.2 If an activity cannot take place without voluntary contributions, this will be made clear to parents. An initial letter to parents will explain the nature of the proposed activity and its educational value. The letter will indicate the contribution per pupil, which will be required, if the activity were to take place. The letter will also make it clear that the activity will only take place if sufficient parents are able to support it financially and that it will be cancelled if there insufficient funds available to make the activity viable.
- 2.3 There is no limit to the level of voluntary contribution which parents or others may make towards school activities. A request for a contribution towards the cost of a school visit or activity may, for example, include an element to cover the cost of accompanying teachers.

## **Chargeable Activities**

- 3.1 The school may recover the full costs of the activities provided directly or through commissioned services, but charges will not exceed the actual cost.
- 3.2 A charge may be made for educational or other activities provided wholly or partly outside school hours which are not:-
- ◆ Part of the National Curriculum.
  - ◆ Part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school.
  - ◆ Part of religious education.
- 3.3 A charge may be made the following:-
- ◆ Board and lodgings on residential visits (subject to remission arrangements).
  - ◆ The cost of entering a pupil for a public examination not prescribed in regulations and for the cost of preparing a pupil for that examination outside school hours.
  - ◆ The cost of entering a pupil for a prescribed public examination, including re-sits, where no preparation has been provided by the school.
  - ◆ the provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents or carers.
  - ◆ day care facilities

## **Remissions**

- 4.1 There will be no charge for board or lodgings for pupils whose parents are receiving income support, income-based job seekers' allowance, disability working allowance or free school meals. 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.

## **School Admissions**

- 5.1 The school does not make any kind of charge relating to a pupil's admission to school. The ability of parents to contribute to the school, either financially or in any other way, must not be a consideration when deciding whether to admit a pupil. The School will not ask a parent for a contribution of any kind prior to a pupil's admission.

## **Educational Activities Taking Place During School Hours**

- 6.1 'School hours' are defined as being those hours during which the school is in session, but excluding the mid-day break.
- 6.2 No charge is made for any activity which takes place during school hours, including any materials, books, instruments, ingredients or other equipment (excluding clothing) provided in connection with the activity. The cost of such activities is contained the school's budget or its unofficial funds.
- 6.3 Additionally, parents or pupils are not be charged for or expected to pay for or provide such items as home economics ingredients or craft materials, except where parents have confirmed that they wish to own the finished product.
- 6.4 However, when a special event takes place during the school day, a 'voluntary' contribution may be requested.
- 6.5 Clothing is excluded from the definition of 'equipment' under the Education Act. Parents are still expected to provide items of clothing, such as cookery aprons and football boots. The Education Committee's school clothing assistance scheme enables some income-related help to be given towards a pupil's clothing (including sports clothing) expenses. The school will provide essential protective clothing, such as safety goggles.

## **Educational Activities Taking Place Outside School Hours**

- 7.1 Charges are made for activities taking place outside school hours unless the activities are required either:-
- ◆ as part of the syllabus of a prescribed public examination
  - ◆ to fulfil statutory duties relating to the National Curriculum or religious education
- 7.2 In these cases, no charge may be made, with the exception of board and lodging charges for a residential visit
- 7.3 Activities not falling into the above two categories are known as 'optional extras'.
- 7.4 Where charges are permitted, they may not exceed the cost of the 'optional extra' to each individual pupil participating in the activity. The school will not ask parents of participating pupils to subsidise other pupils taking part in an activity.
- 7.5 Such charges, on request, will be wholly remitted if a pupil's parents are in receipt of income support, an income-based job seeker's allowance, disability working allowance

or free school meals. The cost of any pupils for whom the charge for a school activity has been remitted must be met from the school's budget or its unofficial funds.

- 7.6 It is, therefore, necessary in some circumstances to identify pupils whose parents are in receipt of certain benefits, if charges are to be made for the board and lodging element of a residential visit. The school may not be immediately aware of all cases where parents are in receipt of these benefits. It is necessary, therefore, when arranging an activity for which a charge can be made and where the statutory remission arrangements apply, for the parents of all the participating pupils to be advised of the statutory entitlement to remission. This will ensure that those parents in receipt of these benefits are aware of their entitlement and have the opportunity to claim remission.
- 7.7 The school does not charge for the cost of any teacher employed by the Governors or the Local Authority to participating pupils. We take the view that teachers, who organise or participate in activities, do so on a voluntary basis and it is the policy not to make additional payments to teachers for such activities.
- 7.8 The only exception is where a teacher is working an outside body, such as the Adult College, who pay the school for the teacher's services.
- 7.9 It is important to note the 'costs incurred' by teachers in providing the optional extra may be included in the charge to pupils. For example, these costs may include the cost of any travel and board and lodging.
- 7.10 Similarly, the costs incurred by volunteer helpers, including the cost of any travel and board and lodging, may be charged among the participating pupils.
- 7.11 A pupil's participation in any 'optional extra' will be a matter for parental choice and on the basis of their willingness to meet any charges which are applicable. The agreement of parents is therefore a necessary prerequisite to a pupil's inclusion in any such activity.
- 7.12 It will be for the Governing Body to determine whether any charge should be made and the amount, bearing in mind the above points and the Local Authority's Policies.

### **School Visits Taking Place Partly during and Partly Outside School Hours**

- 8.1 Some school visits will take place partly during and partly outside school hours. The Act therefore provides a basis for determining whether an activity is deemed to take place wholly during or wholly outside school hours for the purposes of charging arrangements.
- 8.2 A day visit or activity is deemed to take place during school hours if 50% or more of the time spent on the visit or activity, including any connected travel, occurs during school hours. In these circumstances, as above, no charges may be made for anything connected with the visit or activity, including transport and admission to places of interest. It is necessary, therefore, to contain the costs of the visit or activity from within the funds at the school's disposal.
- 8.3 A residential visit or activity is defined as being one, which involves pupils spending one or more night away from home. Such a visit or activity is deemed to take place during school hours if the number of school sessions taken up by the visit or activity is 50% or more of the number of half days involved. In this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight on any day. In principle, any visit during the school week will be deemed to take place during school hours. Weekend visits will be deemed to take place outside school hours.

- 8.4 Thus, a residential trip taking place in term-time from noon on Wednesday to 9.00 pm on Sunday (9 half days; 5 school sessions) is regarded as taking place during school hours. However, a trip lasting from noon on Thursday to 9.00 pm on Sunday (7 half days; 3 school sessions) is not.
- 8.5 If a residential visit or activity is deemed to take place during school hours, no charge may be made except for board and lodging. This charge must not exceed the actual cost of the board and lodging provided and will, on request, be wholly remitted if a pupil's parents are in receipt of income support, income-based job seeker's allowance, disability working allowance or free school meals, as described above.
- 8.6 Where an additional supply teacher has to be employed to allow the visit to go ahead, these costs may be recovered through volunteer contributions.

### **Transport**

- 9.1 The Governors will not charge for any transport provided to convey pupils between the school and any other place where educational provision has been arranged by the school or Local Authority during school hours - e.g. to swimming pools, off-site playing fields, secondary schools or sports centres.

### **Activities Arranged During School Hours by a Third Party**

- 10.1 The Governors do not allow trips to be organised by a third party, such as a tour operator.

### **Entry for Public Examinations**

- 11.1 No charge is made by the school for a pupil's entry to any prescribed public examination for which the pupil has been prepared at the school, whether during or outside school hours. Parents and pupils are not be required to provide or pay for any books, materials, instruments or other equipment (excluding clothing) necessary for the purposes of the examination entry. Nor is any charge made for necessary transport to enable a pupil to take such an examination.
- 11.2 The school will inform parents as soon as it has been decided for which examination pupils should be entered. It is anticipated that, in practice, responsibility for these arrangements will be delegated by the Governing Body to the Head Teacher.

### **Music Provision**

- 12.1 Charging is not permitted for class music tuition during school hours. Music tuition, whether group or individual, forming part of the syllabus for a prescribed public examination or required by the National Curriculum, is also free, whether it is provided during or outside school hours. No charge is made for school orchestras or choirs that take place during school hours.
- 12.2 Individual music tuition, excluding vocal tuition, not forming part of the syllabus of a prescribed public examination or required by the National Curriculum, is charged for, providing parental agreement is obtained before a pupil is given the tuition. The charge includes the cost of the teacher giving the tuition, as well as the cost of sheet music and the hire and insurance of a musical instrument. This is the only activity taking place wholly during school hours for which a charge may be made. The Local Authority charges schools the full cost of tuition, although the charge is remitted for all pupils who receive free school meals and for certain other pupils where, at the discretion of the Authority, it is considered that there are exceptional circumstances.

## **Nursery Provision**

- 13.1 Nursery age children are entitled to either 15 hours or 30 hours provision (as determined by the government) over five days per week without charge from the term after their 3<sup>rd</sup> birthday.
- 13.2 Nursery age children from the age of 2 and rising 3's are entitled to provision at a cost of £4 per hour. Children identified by the government as having a free entitlement from the age of 2 are exempt from this charge upon production of a government issued exemption letter.
- 13.3 The school charges for provision for those Nursery children who attend lunch club. The cost for this provision is £2 per day. If the child has a hot school meal during this time the cost of this is an additional **£2.30**. This money is paid into the school's budget.
- 13.4 School provides nursery wrap around care for Nursery age children outside of the normal session times at a cost of £4 for a morning session from 7.45am to 8.45am and £10 for an after school session from 3.15pm to 5.45pm.

## **Late Collection**

- 14.1 For parents/carers who persistently picked up late the school will charge for this in line with our Nursery afterschool club care. The charge for **2021/22** is £10.

## **Breakages and Fines**

- 15.1 The Governors reserve the right to charge pupils and their parents for the cost of any damage resulting from a pupil's misbehaviour.

## **Clothing Stock and Photographs**

- 16.1 The school charges the full market price for any clothing, kit or photographs that it sells. This may include a profit margin. Alternatively the school may receive commission from the marketing company.