



Charging and Remissions Policy

Approval Requirements	Headteacher
Approval/Ratification Date	July 2017
Review date	July 2020
Signed – Headteacher	

Park Way Primary Park Way Primary School

Charging and Remissions Policy

The Governing Body of Park Way Primary Park Way Primary School has adopted the guidance of the Department of Education in setting the Park Way Primary School's policy on charging and remission for Park Way Primary School activities and Park Way Primary School visits.

This guidance has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for Park Way Primary School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for Park Way Primary School activities in Park Way Primary Schools maintained by local authorities in England.

Park Way Primary Park Way Primary School will ensure that parents on low incomes and in receipt of the benefits listed on page 3 of this policy and are aware of the support available to them when being asked for contributions towards the cost of Park Way Primary School visits.

Education

In line with the education Act, Park Way Primary Park Way Primary School will not charge for:

- an admission application to Park Way Primary School;
- education provided during Park Way Primary School hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside Park Way Primary 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 Park Way Primary 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 Park Way Primary School, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the Park Way Primary School; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Park Way Primary School.

Park Way Primary Park Way Primary School can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances.
-

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 Park Way Primary 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 Park Way Primary 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 Park Way Primary School;
- transport that is not required to take the pupil to Park Way Primary School or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (for example, breakfast club, after-Park Way Primary School clubs, and supervised homework sessions).

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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will 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. Furthermore in cases where a small proportion of the activity takes place during Park Way Primary School hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from Park Way Primary School accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a Park Way Primary School governing body or local authority from asking for voluntary contributions for the benefit of the Park Way Primary School or any Park Way Primary School activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. The Park Way Primary School will make sure that it makes this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Park Way Primary School will make it clear to parents at the outset what it's policy is for allocating places on Park Way Primary School visits.

When making requests for voluntary contributions to the Park Way Primary School funds, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. Park Way Primary School will not send direct debit or standing order mandates to parents when requesting for contributions.

Residential Visits

Park Way Primary Park Way Primary School will not charge for:

- education provided on any visit that takes place during Park Way Primary School hours;
- education provided on any visit that takes place outside Park Way Primary 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 Park Way Primary School, or part of religious education; and
- supply teachers to cover for those teachers who are absent from Park Way Primary School accompanying pupils on a residential visit.

Park Way Primary Park Way Primary School can charge for:

- board and lodging and the charge must not exceed the actual cost.

When a Park Way Primary School informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstance;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (Financial Year 2013/14);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

Although the law states that, in general, all education provided during Park Way Primary 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 specialist tuition in large groups.

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. 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(1) of the Children Act 1989).

Remissions

Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place.

- The Headteacher may be able to agree flexible, extended payment terms
- Parents in receipt of the above benefits will be considered as first priority for assistance
- In most cases, parents will be asked to bear a proportion of the cost which is usually 50%
- All cases will be treated individually and in confidence

If a student's place on a visit is cancelled by the parent/guardian the following will apply:

- If the cancellation is due to ill health a refund claim may be possible. In the case of a residential visit, through the family's private holiday insurance.
- If the cancellation is due to any other reasons the initial deposit for residential visits will be non-refundable and the refund of other monies will depend on payment terms the Park Way Primary School has with the visit provider. For day visits and workshops payments will not normally be refundable
- If a student fails to attend a visit / trip then no refund will be made

Education partly during Park Way Primary School hours

Where an activity takes place partly during and partly outside Park Way Primary School hours, there is a basis for determining whether it is deemed to take place either inside or outside Park Way Primary School hours. However, the Park Way Primary School will only charge for the activity outside Park Way Primary 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 Park Way Primary School and not part of religious education.

Non-residential activities

If 50% or more of the time spent on the activity occurs during Park Way Primary School hours, it is deemed to take place during Park Way Primary School hours. Time spent on travel counts in this calculation if the travel itself occurs during Park Way Primary School hours. Park Way Primary 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 Park Way Primary School hours, it is deemed to have taken place outside Park Way Primary School hours. For example, an excursion might require pupils to leave Park Way Primary School an hour before the Park Way Primary School day ends, but the activity does not end until late in the evening.

Residential visits

If the number of Park Way Primary School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during Park Way Primary School hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the Park Way Primary School day, Regulations require that the Park

Way Primary School day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during Park Way Primary School hours

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

Example 2: Visit outside Park Way Primary School hours

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

Inclusion

- At Park Way Primary Park Way Primary School, we are committed to providing an inclusive Park Way Primary School where all children have the opportunity to maximise their potential.
- Staff should respond appropriately to children's diverse needs and be aware of the needs of children with differing: genders, special educational needs, disabilities and cultural ethnic and social backgrounds.
- Teachers are aware of the need to overcome potential barriers to learning and the importance of behaviour management as an aspect of this.
- We are committed to the principle of equality of opportunity and this will be reflected in the conduct of staff and pupils and how medication is managed within the Park Way Primary School.

Governors

Governors determine, support and review Park Way Primary School policies. They support the aims of the policy by making resources available wherever possible. Governors receive termly reports, which they use for monitoring purposes. The Governors delegates the responsibility for ensuring all appropriate policies are in place to the Headteacher.

Monitoring and Evaluation

This policy and guidelines are subject to regular evaluation through our policy review cycle.

Park Way Primary Park Way Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.