

Park End Primary School



Approved By: <i>D. Jackson</i>
Date: 21.6.21

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Charging and Remissions Policy

Review Date	Type of Review	Comments	Initials
27.09.12			
Sept 2015			
Nov2016	Update		JW
Jan 2019	Update		JW
March 2020	Update		JW
March 2021	Review		JW

Charging and Remissions Policy

Introduction

1. This policy has been formulated in accordance with the DFE guidance ***Charging for school activities (May 2018)***

Aim

2. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

3. The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents are determined by the Headteacher and reported to the Governing Body.

Education

4. The Governing Body of the School recognise that the legislation **prohibits** charges for the following:-
 - an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
 - 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 curriculum¹, 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;
 - instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
 - entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
 - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Charging

5. The Governing Body of the School recognises that legislation allows the school to charge for:-
 - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
 - optional extras (see below);
 - music and vocal tuition, in limited circumstances (see page 6);
 - certain early years provision;

Optional extras

6. Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, the school may make a charge for providing materials, books, instruments, or equipment.
7. Optional extras are education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or 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;
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
8. 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.
9. 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 will 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.
10. Furthermore 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. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

11. 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

12. Nothing in legislation prevents the school governing body from asking for voluntary contributions for the benefit of the school or any 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 head teacher will also make it clear to parents that there is no obligation to make any contribution.
13. It is important to note that no child should 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, or the school cannot fund it from some other source, then it may be cancelled.
14. The school will make it clear to parents that if a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.
15. The policy for allocating places is detailed in the educational visits policy.
16. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.
17. The school will not send colour coded letters, direct debits or standing order mandates to parents as a reminder to make payments for voluntary contributions.

Music Tuition

18. 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.
19. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.
20. 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).

Transport

21. The Governing Body of the School recognise that the legislation prohibits charges for the following:-
- 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 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; and
 - transport provided in connection with an educational visit.

Educational Visits

22. The Governing Body of the School recognise that the legislation prohibits charging 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 visit.
23. However legislation provides that the school **can** charge for: -
- board and lodging but the charge must not exceed the actual cost.
24. When the school informs parents about a forthcoming visit, the school will 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: -
- Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under Part VI of the Immigration and Asylum Act 1999
 - the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Education partly during school hours

25. 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 will 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.
26. 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.
27. 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.

Non-residential activities

28. 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.
29. 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

30. 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 visit, 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.

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 visit 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 visit is deemed to have taken place outside school hours.

Fees and Charges

31. Charges For Hire of Hub and Sports Hall

Monday to Friday 6.30am - 6.30 pm	£14 per hour
Monday to Friday after 6.30pm	£14 per hour + £20
Saturday	£14 per hour + £20
Sunday	£14 per hour + £40

Refreshments

• Tea/ Coffee/Biscuit	£1 per person
• Tea Coffee/Biscuits (Full Day)	£3 per person
• Buffet	£5 per person

33. Charges for After School Club (Squirrel Club)

Monday – Friday	£3.50 per session
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34. Acorns Nursery

'Achieving 2 Year Olds', Entitlement	£ Nil
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Fee Paying (in line with Middlesbrough LA)	£5.19 per hour
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There will be a reduction of 50% of the charge where the parent of an eligible child is an employee of Park End Primary school.

35. Saplings 30 hour Nursery

Breakfast Club	£3.50
Extended 30 hours eligible - Morning Session	£Nil
Lunch	£2.05
Extended 30 hours eligible - Afternoon Session	£Nil
After School Club	£3.50

Fee Paying (In line with Middlesbrough LA)	£4.92 per hour
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36. Educational Visits

Voluntary Contribution – variable depending on the cost of the visit.

37. Breakfast Club.

Years Reception – Year 6	Nil
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38. **School Meal**

01/09/2021

Child Meal	£2.05	£2.10
Adult Meal	£3.10	£3.30
(as agreed by Middlesbrough LA)		

Collection of Fees and Charges

39. The school is aiming to become completely cashless and therefore parents have the facility to pay for school meals, after school club, nursery fees and educational visits via the online payment system ParentPay. The majority of parents in years Reception - Year 6 have access to the system.
40. Parents can also pay via cash at the school office or via the class teacher (educational visits only).
41. The school policy is that payments for school meals, after school club, breakfast club (Saplings 30 hour nursery) and educational visits must be paid for in advance, other than in exceptional circumstances or where special arrangements have been made to pay monthly, for example.
42. Nursery fees are invoiced half termly in arrears.
43. Park End Primary School is located in an area of high deprivation. Many of our families are effected by various social and economic issues .We are conscious therefore, that some families may encounter financial difficulties and may fall behind with their payments. Consequently, the school has set aside a budget to support those parents who, due to extenuating circumstances may be experiencing financial hardship.
44. The procedure for the collection of fees and charges for outstanding balances is set out in Appendix 1 and Appendix 2

Appendix 1

Collection of Fees and Charges – Outstanding Balances

Squirrel Club

Step 1

1. Every week all parents with an outstanding balance of below zero will be sent an e mail informing them that they have an outstanding balance and to log into ParentPay and bring their account up to date. A text message will be sent to parents who have not signed up to ParentPay.

Step 2

2. The week before the end of each half term, a reminder letter detailing the full outstanding balance and a request for payment to be made within 14 days will be sent to all parents who continue to have an outstanding balance below zero.

Step 3

3. After 14 days, the Parent Support Advisor will contact parents who continue to have a balance of below £-10.00 via telephone. The Parent Support Advisor will ascertain the reason for the outstanding balance, when the balance is likely to be cleared and whether there are any exceptional circumstances.
4. Where the total outstanding balance is in excess of 15 sessions (£52.50) per child, the parent will be advised that continued non payment will affect future bookings.
5. If the parent is unable to pay the outstanding balance in full, an arrangement must be made with the School Business Manager to make a payment plan to pay off the arrears in instalments.
6. In the meanwhile, the child/children will not be able to attend Squirrel Club until the arrears have been cleared in full.
7. Where the Parent Support Advisor has ascertained that there may be exceptional circumstances these will be discussed with the Headteacher who will decide on the most appropriate course of action.

Step 4

8. If after a further 14 days, the parent continues to have an outstanding balance below £-10.00 and there are no exceptional circumstances or payment plan in place, the Parent Support Advisor will contact the parent again by telephone.

Step 5

9. If after a further 7 days, the parent continues to have an outstanding balance below £-10.00 and there are no exceptional circumstances or payment plan in place, the Parent Support Advisor will contact the parent again by telephone. The parent will be informed that they will no longer be able to use the after school club until the outstanding balance has been cleared.

Appendix 2

Collection of Fees and Charges – Outstanding Balances

Dinner Money

Step 1

1. Every week all parents with an outstanding balance of below zero will be sent an e mail informing them that they have an outstanding balance and to log into ParentPay and bring their account up to date. A text message will be sent to parents who have not signed up to ParentPay.

Step 2

2. The week before the end of each half term, a reminder letter detailing the full outstanding balance and a request for payment to be made within 14 days will be sent to all parents who continue to have an outstanding balance below zero.

Step 3

3. After 14 days, the Parent Support Advisor, in conjunction with the School Business Manager will contact parents who continue to have a balance below £-10.00 via telephone. The Parent Support Advisor will ascertain the reason for the outstanding balance, when the balance is likely to be cleared and whether there are any exceptional circumstances.
4. Where the total outstanding balance is in excess of 4 weeks payments (£47.50) the parent will be advised that continued non payment may mean that school will no longer be able to provide a lunch and that a packed lunch may need to be provided.
5. If the parent is unable to pay the outstanding balance in full, an arrangement must be made with the School Business Manager to make a payment plan to pay off the arrears in instalments.
6. Where the Parent Support Advisor has ascertained that there may be exceptional circumstances these will be discussed with the Headteacher who will decide on the most appropriate course of action. This may include, seeking the approval of Governors to write off the arrears and / or waiving the charging for a limited or extended period.

Step 4

7. If after a further 14 days, the parent continues to have an outstanding balance below £-10.00 and there are no exceptional circumstances or payment plan in place, the Parent Support Advisor, in conjunction with the School Business Manager, will contact the parent again by telephone to discuss the outstanding balance. The parent will again be advised that continued non payment may mean that school will no longer be able to provide a lunch and that a packed lunch may need to be provided.

Step 5

- 8 If after a further 7 days, the parent continues to have an outstanding balance below £-10.00 and there are no exceptional circumstances or payment plan in place, the Parent Support Advisor will contact the parent again by telephone to discuss the outstanding balance. The parent will be informed that the child must be provided with a packed lunch and that a payment plan must be put in place to clear the outstanding arrears.