

# GREENFIELD PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY 2023-24

### Introduction

This policy has been formulated in accordance with the Local Authority's guidance on: Charging for School Activities.

### Aim

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

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 will be considered jointly by the Headteacher and Governing Body.

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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;
- 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.

## Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument if this can be accommodated after a request of parents/carers
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips if the child attends a school maintained by the Local Education Authority and the parent and the child live in the Oldham Borough. If this is not the case, advice may be sought from the Local Authority.

The relevant support payments are:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level
- the Guaranteed element of State Pension Credit
- Working Tax Credit during the four-week period immediately after your employment finished, or after you start to work less than 16 hours per week.
- Universal Credit, provided you have an annual net earned income of no more than £7,400 (£616.67 per month)

Additionally:

- The parent or guardian must Receive Child Benefit for the child they are responsible for.
- Children who receive IS or IBJSA are also entitled in their own right.
- Children who receive “education suitable for children who have not attained compulsory school age” will still need to satisfy the additional requirement of “receiving education both before and after the lunch period”.
- There are also cases where the parent/guardian whose children may be eligible for free school meals is not on Housing Benefit/Council Tax Reduction, i.e. where they are not the householder. This is generally the case where the pupils’ parent/guardian lives in another household.

In respect of (e) above account will be taken of any revision to the amount as advised by the Authority.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) travel
- b) materials and equipment
- c) non-teaching staff costs
- d) entrance fees
- e) insurance costs

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to fund:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

Date of Policy approval \_\_\_\_\_

This policy will be reviewed annually.

Policy approved by \_\_\_\_\_

(Chair)

Print Name \_\_\_\_\_

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupils Financial Data re Charges  Local Authority Data	Personal information  Financial information	Legally Required for Finance Audit / H M Revenue  Data required by DfE and Local Authority  Assessment tracking and monitoring  Communication  Data processing  Financial Management  Benchmarking	All Staff, Pupils, Parents, Local Authority Staff, External Agency Staff, External Organisations (Where Necessary)	School's Financial Information Management Systems eg FMS and financial paperwork  LA management information systems, eg Agresso, Cypad  DfE management information systems via the Local Authority and CFR Returns	Financial information retained for 6 years + current, then shredded securely  All Computer Programmes Retain Copy of Records in 'Archive'

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓