

Pownall Green Primary School

Charging and Remissions Policy

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Aligned staff:	Headteacher (Julie Kersh)
Aligned governor:	Chair of Resources Committee
Policy reviewed:	October 2022
Next Review:	Autumn 2023

Sections 449 – 462 of the Education Act 1996 set out the law on charging for school activities. This policy has been written in line with DfE advice on charging and remission.

1. Activities

- 1.1 This policy confirms the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.
- 1.2 No charges will be made except at (i) (ii) and (iii) below, for any activity offered to pupils during the school day.
- 1.3 No charges will be made (except at (i) to (v) below) for any activity which is organised by the school outside the school day.
- 1.4 No charge will be made for instrumental and vocal tuition in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Childrens Act 1989) (including instrument hire, music books etc.).
- 1.5 No charge will be made for the actual cost of board and lodging for residential visits in respect of pupils whose parents are in receipt of certain benefits, currently:
 - 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)
- 1.6 The school governors reserve the right to charge for other activities.
 - (i) Charges may be made for the actual cost of individual tuition in playing of a musical instrument not being part of the syllabus or prescribed examination where parents have indicated in advance their agreement.

- (ii) Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product, e.g., cooking/craft activities where children take home the finished product.
- (iii) Charges may be made for the actual cost of board and lodging for residential visits.
- (iv) Charges may be made for other activities which are recognisably distinct from the curriculum where parents have indicated in advance their agreement. For example workshops which enhance the National Curriculum but are not directly part of the National Curriculum entitlement for pupils.
- (v) Charges may be made for extended day services offered to pupils (i.e. breakfast club and after school clubs). A charge may be made to reflect the cost of materials, buildings and accommodation and staff.

2. Damage and losses

- 2.1 Charges may be made for the cost of repairing any damaged property or item resulting from a pupil's inappropriate behaviour.
- 2.2 Charges may be made for the cost of replacing any non-returned property, or item which had been loaned or hired to a pupil.

3. Terms

- 3.1 Terms used in this policy are those defined within the legislation.

4. School Hours

- 4.1 School hours are those when the school is actually in session - it does not include the midday break. School Hours are 8.35am to 3.15pm for KS1 & 8.40am to 3.20pm for KS2 on each weekday.

5. Remission

- 5.1 The discretion to remit in whole or in part any charge which may be made by the school has been invested in the Head teacher.
- 5.2 Remission may be made on the grounds of educational considerations with regard to both the pupil's and school's needs.
- 5.3 Remission may be made on the grounds of financial considerations with regard to both the pupil's and the school's needs.
- 5.4 Remissions may be made on a group or an individual basis.

6. Voluntary Contributions

- 6.1 This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.
- 6.2 When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parent(s)/guardian(s) to contribute to the cost. All contributions are voluntary.
- 6.3 If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parent(s)/guardian(s) unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

6.4 Parents / Guardian(s) have a right to know how each individual trip/activity is funded. The school provides this information on request.

7. The governors anticipate that it may be necessary from time to time to amend the policy but if so, parents will be notified accordingly.