



NETTLEWORTH INFANT AND NURSERY SCHOOL



CHARGING AND REMISSIONS POLICY

We nurture, we flourish, we achieve

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General Statement:

Nettleworth Schools charging policy applies the DfE's and Notts County Council advice as follows.

The school operates within the law and does not charge for activities when legally charges cannot be made.

The Governing Body are responsible for the Charging and Remissions Policy.

The Governing Body are mindful of the financial circumstances of parents and pupils. Pupils in receipt of PPG will have the cost of the off-site visits met from within the PPG grant.

No pupil will be excluded from off-sites visits for not making a voluntary contribution.

The Governing Body recognise the value of off-site visits in enriching the Primary Curriculum. In this respect all off-sites visits will be subsidised by the school budget. The Governing Body are mindful to ensure any requested contribution is reasonable and within the scope of the majority of parents at the school.

The governing Body recognise the LA commitment to free-education and endorse this. To that end all arts, sports, drama, cognitive, therapeutic opportunities provided for curriculum enhancement and offered within school hours will be met by the school budget.

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [Charging for school activities](#) and [The Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge which would normally be payable.

4. Roles and responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Head Teacher

The Head Teacher and Governing Body is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Senior Leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for:**

5.1 Education

- Admission applications.
- 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
 - 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.

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport provided in connection with an educational visit. Nettleworth Nursery and Infant School will contribute towards transport costs.

6. Where charges can be made

Below, we set out **what the school can charge for:**

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision.
- Community facilities.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum.

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.

-Religious education.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When 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 (including supply teachers engaged specifically to provide the optional extra).
- 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.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra, which is to be charged for.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Pupil travel costs
- Entrance fees or visitors cost
- Pupils board and lodging costs
- Insurance costs

There is no obligation for parents to contribute, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

- After school clubs

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 prerequisite for the provision of an optional extra where charges will be made. For regular activities, the charges for each activity will be determined by the governing board and reviewed in each year. Parents will be informed of the charges for the coming year each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- 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
- The guarantee element of State Pension Credit
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

The Governing Body monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Governing Body every year. At every review, the policy will be approved by the governing board/committee. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with the governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document. The Governing Body recognises the valuable contribution that a wider range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.