



## NEWLAITHES JUNIOR SCHOOL

# CHARGING AND REMISSIONS POLICY

<u>Issue No</u>	<u>Author / Owner</u>	<u>Date Written/Signed by Chair of Governors</u>	<u>Approved by Governors on (Finance committee)</u>	<u>Authorised signature</u>
1	Finance committee	New document Oct 21	1/11/21	GC
2	Finance Committee	No updates	17/10/22	AD
3	Finance/Resourcing committee	Minor updates	16/10/23	

<sup>1</sup> The Governing Body is free to delegate the approval of this Policy to a Committee of the Governing Body, an individual Governor or the Head teacher

<sup>2</sup> The Governing Body are free to determine the review frequency of this Policy

## Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2012
2	Reformatted only	February 2014
3	Updated to reflect DfE publication ' <i>Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities</i> ', October 2014. New section for boarding schools, clarification on communication with parents and addition on Children Looked After and music tuition.	March 2015
4	Clarifications: S4 - enrichment activities that do not fulfil the definition of 'education'. S5 – what majority means, and that travel time counts. S6 – determining if a residential is an Optional Extra with examples & additional sources of funding e.g. trusts. S7 – participation is determined by payment.	April 2015
5	Introduction updated to reflect that many more schools have community facilities, and this policy does not apply to charges for them and to reflect that "first pay, first served" access to trips is discrimination against low income families.	February 2016
6	Introduction updated to define remission and give examples; S9 – clarification that secondary schools must include a school milk scheme section if any pupils are up to and including the age of 18 <i>and</i> are entitled to free school meals.	April 2017
7	Updated to reflect DfE updated guidance (May 2018)	June 2018
8	Reviewed: No Legal or policy changes. What schools do or must do has not changed. Updated with a new section on school meals: a major policy clarification following acceptance by the DfE that school meals should be part of every school's charging and remissions policy because the government provides remission through UIFSM and FSM, governors have discretionary powers, and debt recovery must be managed. One minor clarification about school milk.	September 2020
9	Updated the review table page and replaced the FAQs with a link to the DfE document. No other changes or updates.	November 2022
	Reviewed September 2023 – no changes other than to links to national or KAHub websites	September 2023

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## Appendix A - Department for Education FAQs

## 1 Introduction

Newlaites Junior School (hereinafter referred to as 'we' or 'the school') recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our children and young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

The school strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges and to ensure all young people are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following statutory Department for Education guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as 08.50 – 15.20 excluding the lunchtime period, 12.10 – 13.15. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and where we can we aim to:

- publish a list of visits and their approximate cost across all year groups at the beginning of the academic year so that parents can plan ahead for the next 1-7 years;
- ensure our payments systems allow parents to pay in instalments;
- make it possible for parents to pay by instalments beyond the date of the trip when short notice opportunity arises; and
- ensure fair access to popular trips by acknowledging that offering them on a 'first pay, first served' basis discriminates against low income families and we will avoid that method of selection.

Where this Policy refers to "parents" we mean any person with parental responsibility for a child.

Where this Policy refers to a "charge", this is an amount of money that must be paid in order for a child to participate in an opportunity e.g. the cost of board and lodgings on a residential visit where the family are not on the prescribed benefits listed in [Section 6](#).

Where this Policy refers to a "voluntary contribution", this is an amount of money that school would like families to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.

Where this Policy refers to "remission", this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Governors *will* make provision for all statutory remission requirements e.g. using the relevant Pupil Premium funding to pay for a residential experience for a child with a legal entitlement. Governors *might*, if funding allows, agree to provide financial support to pupils who are not legally entitled to remission, but does so entirely at their discretion.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g. our Breakfast Club, or a community club that hires our hall to meet in etc.

## 2 Admissions

No charge will be made for any aspect of the admissions process to this school.

## 3 Activities wholly during the school day

No charge will be made for 'education' provided during normal school hours. 'Education' is defined as including all activities related to the National Curriculum and religious education as well as the materials,

equipment and transport required to provide it. Music Tuition which is not part of the school curriculum is covered under [Section 8](#), below.

We recognise that the definition of 'education' as 'part of the National Curriculum' is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum 'inclusion statement' and others as applicable.

A charge will be made to cover the cost of ingredients or materials where parents have confirmed in advance that they wish their child to own the finished product.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation such as - travelling theatre company, life bus] to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in the school for that period. In many cases, however, parents will be asked for a voluntary contribution towards the cost of the activity.

#### **4 Activities wholly outside the school day**

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Other enrichment activities not required as part of the national curriculum or religious education *and* which are wholly outside school hours are Optional Extras and chargeable. Please see [Section 7](#) for more information about charging for Optional Extras.

Lunchtime activities, after school and other extra-curricular clubs are wholly outside of school hours and do not fall under the definition of 'education' above. Please see [Section 7](#) for more information about charging for Optional Extras.

#### **5 Non-residential activities that take place partly during and partly outside the school day**

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours. The majority of time is defined as 50% or more.

Travel time is included when considering the time spent on an activity only when it occurs during school time as defined in the Introduction.

#### **6 Residential activities**

A residential visit may be wholly chargeable if it is an Optional Extra. Please see [Section 7](#) for more information about charging for Optional Extras.

If a residential visit is **not** an Optional Extra, charges will be made to the parents of pupils who wish to participate in residential activities for the cost of board and lodging with the exception of those in receipt of certain benefits. Details of appropriate benefits can be found at <https://www.gov.uk/apply-free-school-meals>.

We understand that parents should be informed of this when they are asked for money. Parents are encouraged to discuss their circumstances in confidence with the Headteacher.

In order to cover any other costs associated with a residential visit e.g. activity tuition, for which charges cannot be made, parents will be asked to make a voluntary contribution. No child will be denied the

opportunity of attending a residential (only where it not an Optional Extra) if the parents do not wish to or cannot contribute voluntarily. It is possible however, that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead. The Governing Body reserves the right, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Other charges will be made to cover associated costs only where the visit is an Optional Extra because the number of normal school sessions (defined in the [Introduction](#)) missed by the pupils taking part totals less than half of the number of half-days taken up by the activity. The DfE defines a half-day session as a period of 12 hours ending in noon or midnight. In such cases, parents will be told how the charges were calculated.

**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.

## 7 Optional extras

The Governing Body reserves the right to charge parents for activities deemed to be Optional Extras. Such activities will include, for example, an evening visit to a theatre which does not fit the definition of 'education' in [Section 3](#). Parents must make payment in order for their child to participate.

Lunchtime and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to participate in them. Families on a low income who are unable to pay such charges should speak to the Headteacher in complete confidence.

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;
- 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.

## 8 Music tuition

No charge will be made for 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 this school, or forms part of religious education. This includes the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size, where it does not fall into the category of teaching described above.

National charging guidance is followed and no charge will 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).

## 9 School Meals

School meals are available to pupils at a cost of £2.60 per day or free of charge to those pupils whose family is in receipt of one of the prescribed benefits listed in [Section 6](#). Information on how to apply for free school meals is available from the school office and can be found at: <https://www.gov.uk/apply-free-school-meals>.

**Payment for school meals is required in advance** and can be paid by topping up your child's account, weekly or monthly online with their child's Schoolgrid account.

If a child's entitlement to free school meals has expired, a parent must provide a packed lunch or make *advanced payment* for any school meals to be taken.

Should a child arrive at school without a packed lunch, we will telephone home in the first instance to establish if alternative arrangements have been made.

While we do understand that everyone forgets occasionally, the school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for a free school meal has not been received. We will therefore act promptly to address financial issues at an early stage if we can, to prevent arrears accumulating.

If no alternative arrangement is in place, we will suggest that, before lunchtime, the parent should bring to school a suitable packed lunch or pay for a school meal. In special circumstances we might grant the parent a debt allowance of one meal (special permission to pay on the next school day), on the understanding that all future meals will be paid for in full, in advance.

Where our efforts to resolve payment problems within the same school week fail, or where a persistent debt has arisen the following procedure applies.

If a parent accumulates a school meals debt of 3 days - £7.80, we will contact the parent detailing the amount owed and ask for immediate payment. The parent will be asked to pay immediately or have the child bring a pack lunch until the account has been paid.

If the matter remains unresolved, the parent will be sent a letter requesting payment and detailing the school's next steps, which could include debt recovery action.

The school budget cannot tolerate a school meals debt amounting to more than one week's payment. If debts are incurred by parents, the school budget has to pay for them. This means that money which should be spent on children's education is used to pay for debts incurred by parents. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, we may need to make a referral to our Local Safeguarding Children's Partnership in case this is a sign that a pupil is experiencing a significant underlying wellbeing or safeguarding issue.

Parents in specific financial difficulties should speak to the head teacher in the strictest confidence. School will, in exceptional circumstances and where we believe the money will be forthcoming, continue to provide a school meal conditional on full payment being received in a reasonable timeframe. We are committed to working together to find a suitable payment plan for any parent who asks for one. We might also be able to signpost a family to government support they may be entitled to, or to community support available in the immediate or short term.

Where no attempt is made to clear a debt, we will take appropriate debt recovery action in accordance with our normal financial procedures (see [Section 13](#) for more information).

## 10 School milk scheme

We understand that under *'The Requirements for School Food Regulations 2014'*, we must make lower fat milk or lactose reduced milk available for drinking at least **once** a day during school hours at a fair cost or free of charge to all pupils who are entitled.

When a child has their 5<sup>th</sup> birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it.

Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits listed in [Section 6](#).

If milk is offered at any other time during the school day, it will only be free for those pupils with an underlying entitlement to free school meals and in receipt of one of the prescribed benefits.

A parent who wishes their child to receive more than one portion of milk per day must pay the full cost of each additional portion, even when their first portion is free due to an entitlement.

For more information about our milk scheme and the current charges please contact the School Office.

## 11 Before and/or after school care

Charges will be made for any childcare services offered to pupils before school with the level of fees and any remissions to be set and reviewed regularly by the Governing Body or individual service provider e.g. Breakfast Club and After School Club. For information about current childcare charges please speak to the School Office.

This section about childcare services does not apply to extra-curricular after school activities. Please see [Section 7](#) to understand any charges we might make from time to time, such as for ingredients used in Cooking Club.

## 12 Damage to property and breakages

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

## 13 Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through applicable funding such as pupil premium monies, specified voluntary contributions [*any fund named above in Section 6*] and fundraising.

Parents who would qualify for support are those in receipt of benefits as described in [Section 6](#).

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

## 14 Debt recovery

It is the financial management policy of this school that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit, then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

## 15 Arrangements for monitoring and evaluation

The Finance/Resources Committee of the Governing Body will monitor the impact of this Policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.



## **16 References and associated Policies and procedures**

- Education Act 1996, Section 457
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- DfE Statutory Guidance document [Charging for school activities](#) which includes Frequently Asked Questions (FAQs)
- Educational Visits Procedures
- Single Equality Scheme

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## Frequently asked questions

### **Q. What is a charging policy?**

**A.** Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may choose to charge for certain defined activities, but only if they have first drawn up charging and remissions policies. These policies should be made available to parents on request.

### **Q. A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?**

**A.** Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are in receipt of certain benefits. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The Head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

### **Q. With regard to the remission of board and lodging payments, explain who pays for the expense? Would it come out of the school budget or is there a grant available to claim?**

**A.** Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

### **Q. Our school has a large number of pupils eligible for free school meals. This means that they would also receive remission for board and lodgings expenses for residential visits. How can the school fund/organise residential visits?**

**A.** Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools' forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools. In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for head teachers and school governing bodies to decide how to use their formula funding and pupil premium allocation.

Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

### **Q. Can governing bodies charge for educating children in maintained schools and academies?**

**A.** The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the national curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

### **Q. Can a school charge for an activity that takes place out of school hours?**

**A.** This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See advice on optional extras on page 4 of DfE document

*'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities', May 2018.*

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. 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.

**Q. Can a school ask parents for voluntary contributions?**

**A.** Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

**Q. The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?**

**A.** Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

**Q. What happens if the school is not able to raise enough voluntary contributions to cover costs?**

**A.** Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

**Q. What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?**

**A.** The school cannot exclude a child from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

**Q. What support can a school offer a parent/carers who has difficulty making a financial contribution?**

**A.** Where a residential trip includes education for which charging is prohibited and the pupil's parent is in receipt of certain benefits, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>. Schools must ensure that parents are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

**Q. What about charges for transport during school hours?**

**A.** Any transport provided by the school in school hours must be provided free of charge (though a voluntary contribution could be requested).

**Q. Can the school charge for something like cooking ingredients or materials needed for a technology lesson?**

**A.** The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

**Q. Can a school make a charge to pay for the administration required as part of the admission process?**

**A.** Paragraph 1.9 (n) of the 'Schools Admission Code 2012' rules out requests from admission authorities for financial contributions as any part of the admissions process. Legislation prevents state funded schools from charging fees for admission or for providing education during school hours.

**Q. Can a school ask for a direct debit to the school fund?**

**A.** No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

**Q. What are community facilities?**

**A.** Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare or swimming pool sessions. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Academies should seek guidance from the Charity Commission if they are in doubt. Advice from the Charity Commission can be found at <https://www.gov.uk/government/organisations/charity-commission>.

Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.

Maintained schools should check the local authority's published financial "scheme" for maintained schools in their area for any rules about the carry of profit from one financial year to the next. Academies should determine fees and charges in accordance with chapter 6 of HM Treasury's Managing Public Money.