



Everybody Excelling Everyday. No Excuses!

Charging and Remissions Policy 2015

Dated: March 2015  
Review: March 2017



Everybody Excelling, Everyday. No Excuses

- Vision

**Every Pupil will leave Randal Cremer able to excel academically and socially.**

- Values

### **Respect**

All Members of our School Community are important to the success of Randal Cremer Primary School

We respect that everyone matters - everyone feels that they are treated fairly & listened to in a non-judgemental manner

We recognise that everyone has a right to the highest possible standard of education and that we each have a personal responsibility to ourselves and others to ensure that this right is never compromised.

### **Diversity, Inclusion & Equality**

We put diversity, inclusion and equality at the heart of everything we do

We welcome and accept all people, and ensure we understand & celebrate everyone's unique differences and similarities

### **Love**

We provide a caring, compassionate, warm, welcoming and nurturing environment for all members of our School Community

### **Teamwork**

We value our relationships and work hard with all members of our School Community to achieve the School's Vision.

### **High Expectations**

We have a commitment to ensure outstanding achievement, enjoyment, health & happiness for self & all members of our School Community

We recognise it takes a 'village' to educate a child

We all work together to ensure consistency of outstanding processes & practices



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## **Introduction**

At Randal Cremer Primary School we are committed to offering all children an equal chance to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we aim to ensure a good range of visits and activities, whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities. Parents experiencing financial difficulty are encouraged to make an appointment with the Head Teacher or Business Manager to discuss any help that may be available to them.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which

- Charges will not be made
- Charges will be made
- Charges may be waived

## **Randal Cremer Primary will not charge for:**

- an admission application to school;
- 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<sup>1</sup>, 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>.

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<sup>1</sup> It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

<sup>2</sup> However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.



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**Randal Gremer Primary School can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see page 4).

**1.Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.

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



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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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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.

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 can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

## **1. Voluntary Contributions**

Nothing in legislation prevents Randal Cremer Primary School 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, then this should be made clear to parents at the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution.

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, then it must be cancelled. The school must make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. The school should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

## **2. Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any board and lodging. If parents are experiencing financial difficulty, they are invited to speak in



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confidence to the Head Teacher.

### **3. Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **5. Remissions and subsidies**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges are given below.

Parents in receipt of:

- Income Support
- Income-based Jobseekers 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 the Inland Revenue) does not exceed £14,155
- Guaranteed State Pension

Where families are experiencing financial difficulties due to any other circumstances they are encouraged to meet with the Head Teacher or Business Manager.

### **6. Education partly during school hours**

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 can 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.

Randal Cremer Primary School cannot exclude children from taking part in an activity that is part of the National Curriculum purely on the grounds that parents or carers, cannot make, or refuse to make, a contribution. This can clearly place the school in some difficulty on



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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.

This policy has been created in line with guidance from the DFEE and Hackney Learning Trust

January 2015

Jo Riley

Agreed with staff:

Agreed with Governors: