



Charging and Remissions Policy

Date Policy Formally Agreed by Governors:
Date Policy Becomes Effective: 2012
Review Date 2013, 2016, 2017, 2019, 2020, 2022, 2023, 2024, 2025
Person Responsible for Implementation and Monitoring: Headteacher

1. Aims

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities and requires the school's Governing Board to determine, and keep under review, policies on charges and remissions relating to school activities. Any charges or remissions by the Governing Board can only be made in accordance with these policies

Keldmarsh Primary School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activities that can be charged for and when charges will not be made
- Offer a range of activities and visits while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Roles and responsibilities

The Governing Board is responsible for:

- having overall responsibility for approving the charging and remissions policy
- monitoring the implementation of this policy.

The Headteacher is responsible for:

- ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The Administration Staff are responsible for:

- implementing the charging and remissions policy consistently
- notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

Parents/carers are expected to:

- notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

3. Where charges cannot be made

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 (academies please note: although academy trusts don't have to follow the National Curriculum, you still can't charge for education that is part of the National Curriculum)
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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/carers
- 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

Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

4. Where charges can be made

Education

- Any materials, books, instruments or equipment, where the child's parent/carers wishes the child to own them
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras including:

- 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or 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/carers 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 that is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

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

5. Activities we charge for, including voluntary contributions

The school will charge for the following activities:

- Pupil and adult school meals
- Any materials, books, instruments or equipment where the parent wishes the child to own them
- Any materials, books, instruments or equipment wilfully or neglectfully damaged by a pupil
- Music tuition outside of the curriculum, including guitar, woodwind and violin
- Community lettings
- Board and lodgings on residential trips
- School trips and visitors in school
- Activities outside of school hours, including clubs
- Out of school provision, The Nest

Charging Values are detailed in Appendix 1 - Charging Values Framework

Pupil and adult meals

Parents will be charged per pupil meal at a rate agreed by the Keldmarsh Primary School Finance Committee. The charge is generally in line with the price recommended by the Local Authority. These charges will be reviewed annually effective on 1st April each year. Prices may increase in line with inflation and recommendation from the Local Authority. Adult meals are charged at the rate recommended by the Local Authority.

Foundation Stage and KS1 pupil meals are not chargeable under the Universal Free School Meals scheme which came into effect on 1 September 2014. Where children are eligible for free school meals (FSM), the School Business Manager makes monthly checks with the Local Authority to ensure records are up to date.

Any materials, books, instruments or equipment where the parent wishes the child to own them

Where parents request an item for their child to be used at school, we will consider the request. If it is deemed above and beyond the regular offer to all children, the school will consider the purchase based on the rationale provided by the parent. If the school does not deem the item necessary, we may purchase on behalf of the parent and levy the charge to them.

Any materials, books, instruments or equipment wilfully or neglectfully damaged by a pupil

Where a pupil wilfully or neglectfully damages school property or causes loss to school property, a charge will be levied to the parents for the damages. This charge will be based on estimates received for repair or

replacement of the property, for which quotations will be sought in accordance with current financial practices adopted in school.

The charge will be raised on a formal ERYC account, where the amount exceeds the minimum amount the Local Authority will raise an account for. If the amount is less than Keldmarsh Primary School will raise a school invoice to recover the costs.

Music tuition outside of the curriculum, including guitar, woodwind and violin

The cost of the music tuition provided by the East Riding Music Service is calculated annually, and charged to parents on a termly basis at the beginning of each term. The tuition cost to Keldmarsh Primary School from the East Riding Music Service is divided by the number of pupils participating, including children in receipt of the Pupil Premium Grant. The amount is shared equally between the numbers of pupils receiving tuition irrespective of the instrument played. However, if music tuition is given on an individual basis, due to the level achieved by the pupil, an additional charge of £10 per term will be levied. If a child withdraws from the tuition within the term, full payment is still required for the full term.

Community lettings

The school hall, pavilion, playing field, car park and community spaces are all available to hire in accordance with the school's booking agreement form. Private lettings after 6pm, weekends or during school holidays will be reviewed and agreed by the school on a case by case basis. All agreements with the school must remain private and confidential. All bookings will be subject to a notice period agreed in advance. Appropriate insurance and policies must be in place. All users must comply with conditions set out in the booking agreement form. The Headteacher may exercise discretion with regard to any letting. Fees will be agreed on a case by case basis at the discretion of the Headteacher.

Board and lodgings on residential trips

The annual Keldmarsh Primary School residential trip includes activities that are not part of the National curriculum, nor is it part of religious education. However, the visit is deemed to take place during the school hours and therefore charges may not be levied for the activities or transport. The cost of the board and lodgings is charged and a voluntary contribution towards transport and activities is requested. Participation in the residential trip is voluntary.

School trips and visitors in school

The Governing Board invites parents/carers to make voluntary contributions to the school when a trip takes place or a specialist visitor is invited into school to deliver a lesson. Where insufficient funds are received to cover the cost of the visit or activity, the event may be cancelled. The general indicator is that if the cost of the trip exceeds the amount of voluntary contributions by 20% then the viability of the trip is reconsidered by the Headteacher, to avoid unnecessary impact on the school fund/school budget. All pupils, irrespective of whether their parents/carers have made a contribution, will be included in the trip or event. From the outset, parents will be made aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received.

Activities outside of school hours, including clubs

A number of voluntary sporting events take place outside of school hours. These events are not charged for unless there is a specific cost to the school. All associated costs are usually met from the current sports premium grant, including subscription fees and staff supervision time though voluntary contributions may be requested to avoid unnecessary impact on the school fund/school budget.

Extra curricular clubs

Participation in any optional extra activity including sporting clubs, will be on the basis of parental choice and a willingness to meet the charges. These charges cover:

- Materials e.g books, art materials or sports equipment
- Provision of buildings and accommodation
- Staffing and supervision of activities

Out of school provision, The Nest

The out of school provision, The Nest, provided by Keldmarsh Primary School, is offered in accordance with the agreed contract. The charges reflect the cost of staff hired including those engaged in preparing meals/snacks for the provision, insurance costs, building and accommodation and materials. The charges are reviewed annually effective from 1st April each year. Flexible bookings are available subject to availability and are invoiced per half term in advance, for which payment is due in full before the half term begins. If payment is not received, the pupil will be unable to attend The Nest. If a pupil is absent or fails to attend the club, then charges are still levied.

6. Data Subject Access Request (DSAR) and Freedom of Information (FOI) Charges

Under GDPR, Article 12 (5) a response to a Data Subject Access Request (DSAR) must be provided free of charge, unless the request is deemed to be manifestly unfounded, excessive or repetitive in character, whereby Keldmarsh Primary School (Data Controller) can either levy a reasonable fee, taking into account the administrative burden associated to providing a response, or refuse to act upon the request. Under the Freedom of Information Act 2000 (FOI) any person has a legal right to ask for access to information held by the school. They are entitled to receive a copy, subject to certain exemptions.

The Governing Board determines that there is no charge for any requests for the first two hours of search time, or the first 100 pages of duplication of documents. If the cost of the request is estimated to exceed the appropriate limit, currently £450, Keldmarsh Primary School do not have to respond, but if do so, will charge the time and direct costs. In determining whether the request would cost more than the limit, the school will take account of the costs of determining whether the information is held, locating it, retrieving it and extracting it from other documents. Keldmarsh Primary School will advise and indicate what information can be provided within the appropriate limit. Where a charge will be levied, the requester will be issued with a Fee Notice, setting out the fees to be charged. In accordance with recommendations by the Information Commissioners Office, staff time will be charged at the cost of £25 per person per hour, regardless of who does the work, including external contractors. The costs involved in actually considering whether the information is exempt under the Act will not be charged for, nor will the cost to redact (edit out) exempt information, or to carry out the public interest test.

7. Remissions

Where appropriate, the Pupil Premium Grant can be utilised to offset the cost of additional charges for trips, music tuition and clubs for those eligible under the Pupil Premium Grant guidelines. In the event that a family cannot meet the charges for larger amounts such as the residential visit, the family will be encouraged to make a small contribution to the visit and with the permission of the family, the School Business Manager will request further support from local charitable organisations. Each case is treated individually and there is no guarantee of a contribution in part or in full from a registered charity.

8. Debt recovery

School meals

Where a parent owes for the cost of two weeks of school meals (£22.00) a reminder text is issued. Where school meal payments are in arrears of over £30.00, parents are requested to provide a packed lunch for their child until the debt is cleared. If the pupil does not attend school with a packed lunch, parents / carers will be contacted to request they bring a lunch into school. The Governing Board recognise the well-being of the pupil is paramount and they would not wish to see any pupil without a meal at lunchtime. Parents / carers must be mindful that in these circumstances charges will continue to increase until the debt is paid. If, after two reminders have been sent to the parents / carers and no payment has been made, the debt recovery procedure will start. An invoice for the amount owed to the school will be raised and passed to East Riding of Yorkshire Council Debt Collection Service who will implement procedures to recover the debt.

Leavers

Debt recovery procedures are adopted earlier to ensure that any pupils leaving Keldmarsh Primary School with possible debt against their account are identified prior to the end of each academic year. In the event that debt is not recovered prior to the pupil leaving, the amount will be transferred to any siblings on role at

the school. If there are no known siblings, the debt will be recovered through the East Riding of Yorkshire Council Debt Collection Service.

9. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the Governing Board.

Appendix 1 Charging Values Framework

Chargeable Activities	Facilitator	Charge Levied
Adult School Meal	ERYC	In line with Local Authority recommended suggested charged
Pupil School Meal		
Music Tuition (Peripatetic Lessons)	ERYC	£45.00 per term
Music Tuition (Wider Opps.)	ERYC	In line with the service providers fees.
Residential Trips	PLG	In line with the service providers fees.
School Trips	Various	Voluntary Contributions*
Sports Activities (Out of School Hours)	Various	Voluntary Contributions
Community Lettings	Keldmarsh Primary School	In line with Community Use Service Fees.
The Nest (Before School Provision)	Keldmarsh Primary School	£5.00 (including breakfast)
The Nest (After School Provision: Early Session 3:30pm - 4.:30pm)	Keldmarsh Primary School	£5.00
The Nest (After School Provision: Late Session 4:30pm - 5:45pm)	Keldmarsh Primary School	£5.00 (including snack)
The Nest (After School Provision: Full Session 3:30pm - 5:45pm)	Keldmarsh Primary School	£9.00 (including snack)
Schedule for Charges for Disbursements	Keldmarsh Primary School	Copying and/or Printing (per copy) A4 Black and White £0.10 A3 Black and White £0.15 A4 Colour £0.35 A3 Colour £0.55
Postage	Royal Mail	In line with the service providers fees.

* If the cost of the trip exceeds the amount of voluntary contributions by 20% then the viability of the trip is reconsidered by the Headteacher.