

# PUDSEY BOLTON ROYD PRIMARY SCHOOL



## CHARGING AND REMISSIONS POLICY

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### Charges cannot be made for:

The Governing Body of the School recognise that legislation prohibits charges for the following:

- 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, 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.

- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

**Charges *may* be made for the following:**

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for childcare for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property (eg Reading/Library books and Year 6 Revision Guides)
- Costs to the school incurred from staff supervision of a child who is persistently collected late
- Community Use / Lettings.

**Remission**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits, subsidised voluntary contribution rates for educational visits/visitors to school and the cost of providing peripatetic musical instrument tuition where relevant.

In practice, children of families who are on our register as Pupil Premium, will be asked to contribute 50% of the voluntary contribution rate levied in respect to school's costs in providing these curriculum enhancements.

The relevant support payments are:

- 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)
- Income Support
- Income Based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- 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)
- The guaranteed element of State Pension Credit
- An income related employment and support allowance

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for activities and events that incur significant expense to school, such as educational visits and visitors.

The terms of any request made to parents will specify clearly that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary, and a parent is not obligated to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

All notifications to parents about visits and visitors requesting voluntary financial contributions, will include the following paragraph:

***By law, schools are not allowed to make a direct charge for educational visits. However, in order for the visit to be financially viable we must ask parents to support their children with a voluntary contribution towards the overall cost. Although non-contribution will not automatically exclude a child, parents should be aware that if not enough contributions are forthcoming, the visit may have to be cancelled.***

The school reserves the right to withdraw the planned activity / event if there are insufficient voluntary contributions to make it financially viable. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover the costs incurred through:

- travel and transport
- entrance fees to facilities
- educational visitors' charges
- insurance

## School Meals

The Governing Body will consult with PFI / Pinnacle (our catering providers) and Leeds City Council to determine the price to be charged for school meals and this will be published annually on the school's website.

Date of Policy approval \_\_\_\_\_ 12<sup>th</sup> July 2022 \_\_\_\_\_

Date of Policy review \_\_\_\_\_ Summer 2024 \_\_\_\_\_

Policy approved \_\_\_\_\_ F Hussain \_\_\_\_\_  
Chairperson of Resources Committee