



Waynflete Infants' School
Academy for Early Learning

Charging and Remissions Policy

Statutory Policy (Annual Review)

Governors' FEAR Committee

Date next due for review	Date reviewed by Committee	Any Changes YES/NO Comments	Date approved by Committee (delegated by the FGB)
April 2020		.	
April 2021	11 th February 2021	Y	11 th February 2021
April 2022	4 th May 2022		4 th May 2022
April 2023	8 th February 2023	Y	8 th February 2023

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Statement of intent

Waynflete Infants' School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.
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Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement'
- ESFA (2022) 'Academy trust handbook 2022'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Financial Management Policy
- The school's Scheme of Delegation
- Equality Information and Objectives Policy
- Lettings Policy

2. Charging for education

- We will not charge parents for:
 - Admission applications.
 - Education provided during school hours (including the supply or any materials, books, instruments or other equipment).
 - Education provided outside school hours if it is part of the national curriculum, or part of religious education.
 - Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- We may charge parents for the following:
 - Materials, books, instruments or equipment, where they desire their child to own them
 - Optional extras
 - Music and vocational tuition (in certain circumstances)
 - Use of community facilities (please refer to separate Lettings Policy) and other commercial activities. The Headteacher has discretion to discount lettings if appropriate so long as all expenditure by the school is covered (e.g. locking/unlocking fee).
 - Provision of information within the scope of freedom of information

3. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Religious education.
- Transport, other than that required to take the pupil to school or to other premises where the trust board has arranged for the pupil to be provided with education
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. The school will not charge a subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

4. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. There is no obligation for parents to make a contribution, and parents will be notified regarding whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

5. Music tuition

Instrumental and vocal music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

No charge will be made in respect of pupils who are LAC.

6. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transport provided for an educational visit.

7. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, or part of religious education.

8. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the

replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

9. Remissions

- We have set aside a small fund to enable families in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.
- When appropriate the Headteacher has the discretion to negotiate reduced/free of charge places for certain children attending activities provided by an outside provider out of school hours.
- When appropriate, Pupil Premium funding may be applied to ensure that children disadvantaged by economic circumstances are financially supported to take part in extended school's activities, so that they benefit from the activities in the same way as those that can afford to pay. Decisions on allocations of funds is at the discretion of the Headteacher, in consultation with the SENCO as appropriate
- Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
 - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
 - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- To request assistance, parents should contact the Headteacher either by contacting the school office on 01280 702270 or by email to: head@waynflete.northants-ecl.gov.uk

10. School trip refunds

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

- In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. ~~The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.~~
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. ~~The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.~~
- In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. ~~The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.~~
- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. ~~The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.~~
- Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. ~~The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.~~
- Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- Excess expenditure will be subsidised by the school.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

11. Delegation

The determination of any individual case arising from the implementation of this policy is delegated to the Headteacher.

12. Income Generation

In line with the ESFA's 'Academy trust handbook', the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

13. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme sets out where fees may be charged for the provision of information.

14. Monitoring and review

This policy will be reviewed annually by the FEAR committee.