

# The Federation of Holy Trinity Church of England Schools

## Charging & Remissions Policy

*'Loved by God and one another, Holy Trinity is a welcoming community of faith, where we learn and flourish together.'*

*Each day opens up horizons of hope, aspiration and joy!*



LOVING  
LIVING  
LEARNING  
TOGETHER

|                                   |                            |                  |
|-----------------------------------|----------------------------|------------------|
| Ratified By Local Academy Council | 28 <sup>th</sup> June 2023 | Signed & minuted |
| Shared with Parents               | 29 <sup>th</sup> June 2023 | Website          |
| Policy Review                     | June 2024                  |                  |

# Charging & Remissions Policy For School Activities & Lettings Policy

## Rationale

The Federation of Holy Trinity Church of England Schools is committed to creating a welcoming community of faith, where pupils can learn and flourish together. Each day opens up new opportunities, a fresh start bringing horizons of hope, aspiration and joy! The Federation is committed to providing a wide range of activities to enhance learning experiences for all pupils. We enrich our curriculum by providing activities that the school could not normally provide, these activities usually incur additional costs. To meet these costs the school will ask for voluntary contributions from children's parents/ carers. It is school policy that all children should be able to participate in educational activities for which parents are asked to make a voluntary contribution. If a school chooses to apply a charge for a particular activity, then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits. This policy is designed to clarify charging and remissions at The Federation of Holy Trinity Church of England Schools.

## Legislation & Statutory Requirements

This policy takes guidance from the DFE Policy – 'Charging for School Activities' which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the guidance laid out in section 7.5 of the Governor's Handbook.

This Policy will be reviewed on an annual basis by the School's Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the school's position on charges, remissions and lettings.

## Responsibilities

The Local Academy Council of the Federation is responsible for determining the content of this policy and the Executive Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Executive Headteacher and Local Academy Council.

The Local Academy Council 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.
- 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.
- 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.

The Local Academy Council recognise that legislation permits charges for the following;

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product.
- Optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below)
- Certain Early Years provision
- Community facilities

### **Voluntary Contributions and Responsibilities of Staff**

A school can request voluntary contributions for the benefit of the school or any school activity.

The Executive Headteacher or Local Academy Council must from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources.
- That there is no obligation to make a contribution as it is voluntary, not compulsory.
- That the activity will be cancelled if insufficient contributions are received to fund it.
- The school's policy for allocating places on school visits.

A pupil should not be excluded from an activity if his/her parents are unwilling or unable to pay. Parents must not be made to feel pressurised into paying a voluntary contribution and schools should not send colour coded reminder letters or direct debit/standing order mandates when requesting contributions.

### **Optional Extras**

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Optional extra charges may be made in the following circumstances:**

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education.
- 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.
- 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).
- 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.

### **The charge per pupil should not:**

- Exceed the actual cost of providing the optional extra divided equally by the number of pupils participating.
- Include any form of subsidy for other pupils wishing to participate, whose parents are unwilling or unable to pay the full charge.

- Include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours.
- Include the costs of supply teachers contracted to cover for teachers who are away from school as they are seen to be providing education during school time, not an optional extra.

### **Educational Visits**

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. Parents and carers will be asked to make a voluntary contribution to cover the cost of school visits and visits by theatre groups and workshops. The governors have agreed that if there is a shortfall in voluntary contributions received in order to fund a visit or event, it will be at the discretion of the Executive Headteacher and visit organiser as to whether the visit goes ahead. If a parent or carer makes a request for financial support to enable a pupil to participate in a visit it will be at the discretion of the Executive Headteacher and visit organiser as to whether this is granted. If a parent or carer submits a request for a refund of voluntary contributions, due to pupil illness on the day of the event, this may be refunded fully or in part subject to any costs already incurred. The Local Academy Council may agree that the school budget will finance difference in cost on these occasions.

### **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.

### **Non-Residential Activity**

If at least 50% of the non-residential activity is spent during school hours, then it is deemed to take place during school hours. Travelling time is included when it, too, takes place during school hours. School hours do not include the break in the middle of the day.

For less than 50%, the activity is deemed to take place outside of school hours i.e. where an excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening.

Example: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit, therefore the visit is deemed to have taken place during school hours.

### **Residential Visits**

If a residential activity takes place largely during the school day charges will be made for travel, board, lodging, materials, equipment, non-teaching costs and entrance fees. If there is a short fall of 5% then it will be at the discretion of the Executive Headteacher and Local Academy Council as to whether the visit goes ahead. Pupils whose parents or carers are in receipt of the following support payments are entitled to remission of these charges; Pupils 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 trips.

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals:

- 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 Pension Credit

- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- 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).

### **Music Tuition**

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided, either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not 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).

### **Transport**

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

### **Residential Visits**

Schools cannot charge for:

- 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, 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 visit. Schools can charge for board and lodging but the charge must not exceed the actual cost.
- Schools can charge for board and lodging but the charge must not exceed the actual cost.

### **Sports Education and other activities outside of school hours**

Parents and carers will be charged for activities outside school hours when these activities are not a necessary part of the curriculum to cover costs. Charges made will not result in profit or a net surplus.

School Meals for pupils

|                           |                                   |
|---------------------------|-----------------------------------|
| Nursery                   | £2.50 per day                     |
| Reception, Year 1, Year 2 | Universal Infant Free School Meal |
| Year 3 – Year 6           | £3.00 per day                     |

Payments are expected each Monday in advance for the week ahead. All payment is made through Parent Pay, a secure online payment service for schools and families. If two weeks pass without payment or explanation, the parents will be asked to supply a packed lunch for their child until the debt is managed.

Parents or carers may arrange to make monthly payments with the school. The Local Academy Council will determine and publish annually the price to be charged for school meals.

### **School Meals for visitors**

The Local Academy Council have agreed to provide a free school meal for any adult visitors who are visiting school over the lunch period and request a meal from the school kitchen.

### **Nursery Charges**

Nursery Charges for Additional Sessions over the funded 15 hours.

All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement will always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given. Sessions will consist of 3 hours and will be charged at £18 per session.

### **Invoicing and Payment Procedures**

An invoice for the additional sessions will be sent to parents monthly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Executive Headteacher in writing upon receipt of the invoice. The school will do its best to assist with payment arrangements, basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

### **Non-Attendance or Cancellation**

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Executive Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Executive Headteacher. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below).

### **Lunchtime Sessions**

The school will charge parents a fee (currently set at £3.00 per lunchtime session) to cover additional supervisory staffing provision for nursery children attending the lunchtime session. An additional charge of £2.50 will be made for any child requiring a school dinner (packed lunches may be provided by parents if preferred).

### **Free School Meals**

For information on free school meals where applicable, please see the School Office Manager.

Where there is entitlement to a Free School Meal, the lunchtime supervision charge will be waived for the sessions that the Free School meal applies.

Important Note: Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc. to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

### **Late Payment Charges:**

Charges may be levied at the higher of £5.00 or 5% of the outstanding debt, to cover associated administration costs.

## **Miscellaneous Charges (other than for pupils)**

Letting of rooms / site

One-off Admin Fee    £25

Dining Hall            £12 per hour

School Hall            £12 per hour

Playing Field          £12 per match or competition

Any additional charges or caretaking work will be charged to the individual organisation as required.

Photocopier charges

1p per copy for Black & White

6p per copy for colour

Value Added Tax - The Governors are constrained by law to apply value added tax to all transactions where appropriate.