



The Craylands School

Charges and remissions policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to FGB.

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.



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5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 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
 - 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
- 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

5.2 Transport

- 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 board or local 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 visit

5.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit



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6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- 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 local authority/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)



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- 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 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 which is to be charged for.

6.3 Music tuition

The school 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.

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

6.4 Residential visits

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

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:



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- A charge should be levied for ingredients or materials in practical subjects if the parents indicate, at the beginning of each school year, that they wish to keep the finished product
- A charge should be levied for the provision of music tuition to pupils either individually or in groups of four or less, except where it is provided to fulfil the requirements in the syllabus for a public examination; or where it is part of the national curriculum
- A charge should be levied for the board and lodging element of a residential activity, where the school trip takes place mainly during school hours
- We may request a contribution towards damage or loss of equipment caused by a pupil's behaviour.

Parents may make a voluntary contribution to:

- Individual music tuition, except where this is provided as part of the national curriculum
- The board and lodging element of all residential trips and visit
- The cost of transport direct from home to an activity, sanctioned by the school but not provided by it e.g. work experience
- The cost of ingredients or materials, where parents have expressed a wish to own the finished product

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

Year 4 residential board and lodgings

Year 5 residential board and lodgings (2021/2022 only)

Year 6 residential board and lodgings

9. Remissions (see appendix A)

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits



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Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Help with Charges (see appendix A)

Families in receipt of support payments may, in addition to having a free lunch entitlement, be entitled to the remission of charges (either partly or completely reduced) for chargeable activities

Remissions will be made for pupils whose parents/carers are in receipt of the following benefits

- Income Support
- Income-based Jobseeker's 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed element of State Pension Credit
- Income-related employment and support allowance

The Governors also delegate authority to Headteacher to determine individual cases arising from the implementation of the policy and, using their discretion, to consider cases of hardship where parents are not in receipt of any of the above support for whole or partial remission.

At Craylands Primary School, we will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution
- Pupils will not be treated differently if their parents have not made a contribution
- Parents will be informed of the level of contribution and if the activity could take place if parents were reluctant to support it.



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10. Monitoring arrangements

This policy will be reviewed by **Headteacher** every **year**. At every review, the policy will be approved by **FGB**.

Reviewed: 5th October 2021



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Appendix A

What is the Pupil Premium Grant? (PPG)

The Pupil Premium Grant (PPG) is an amount of money the government allocates to each school to support children, who may be vulnerable to under achievement, to reach their full potential. It is particularly aimed at pupils who have been registered for free school meals at any point in the last six years.

Children are entitled to free school meals if their parents are in receipt of any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit

Schools also receive funding for children who have been looked after continuously for more than six months and children of service personnel.

How will the PPG be spent?

It is for individual schools to decide how the PPG is spent as they are best placed to assess what their pupils need. When making decisions about pupil premium spending the pupil premium leader will analyse closely the needs of those pupils, paying careful consideration to the challenges faced by individuals and their families both in school and at home.

1. At Craylands School we aim to make the best use of the PPG by tailoring it to the needs of our pupils and looking closely at the effectiveness, impact and quality of the support put into place as a result. Such support may be academic or pastoral and therefore a large proportion of the PPG contributes to the salaries of the Pupil Parent Support Team (PPST). The support that the team provides is



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determined by the pupil progress meetings held termly with the SLT and staff in each class.

2. Through the PPG we are able to support pupils with the cost of trips and residential visits. These visits are a valuable part of school life and allow children to gain life experiences they may not otherwise access. These trips also play a vital part in their education and they link closely to the learning that takes place in each class. For pupil premium children, the Governors of Craylands School will remit (i) the cost of a day trip, provided it is part of the National Curriculum. (ii) the cost of board and lodging element of a residential activity, where the school trip takes place mainly during school hours.
3. Engaging in extra-curricular activities enable children to develop valuable life skills such as team work, leadership, co-operation and social skills. Such opportunities may enable children to discover a personal passion and open the door for a potential future in arts, music, sports or theatre that may not have been sparked by purely academic work. Clubs run by school staff are provided free of charge. However there are also clubs run by outside providers that incur a weekly charge. At The Craylands School, we will use the PPG to fund places for Pupil Premium children who wish to attend such clubs. The PPG can also be used to fund extra-curricular activities held off site after school or at weekends. This is restricted to one activity per term for each Pupil Premium child and is at the discretion of the Pupil Premium Leader.