



# CHARGING AND REMISSIONS POLICY

<b><i>DRAFTED BY:</i></b>	Darren Williams
<b><i>CURRENT STATUS:</i></b>	Approved at FSP
<b><i>APPROVAL DATE:</i></b>	19.11.2019
<b><i>DATE TO BE REVISED:</i></b>	Autumn 2021
<b><i>DATE LAST REVISED:</i></b>	

## Charging and Remissions Policy

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

### **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

### **2 Admissions**

There is no charge for admissions.

### **3 School meals**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals currently are funded through the Mayoral Pledge to Newham Residents. If this changes then they will be charged a set amount per meal decided by the Governing Body of CPD Schools Federation.

### **4 Voluntary contributions**

The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

When organising school visits or visitors to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. The schools may request a termly contribution to cover all events throughout the year. Whenever possible, the schools will give sufficient notice to allow parent/carers to pay by instalments.

If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Subsidies from various sources e.g. school budget, Pupil Premium Grant, PTA, voluntary organisations, will be considered to cover deficits.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or

activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each event is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- educational visits;
- musical events;
- transport costs.

## **5 Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals are able to make a reduced payment.

## **6 Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. There is a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

## **7 Swimming**

The schools organise swimming lessons for pupils in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

## **8 Extended services**

CPD Schools Federation is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day;
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
- ways of increasing pupil engagement;
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Parents who are seeking after school child care can attend the after school clubs then access a further offer up until 17:30 (CURRENTLY AT Central Park Aut 19). This further offer is charged on an hourly basis and penalties may be enforced for those parents who regularly abuse this offer by picking the children up late. Failure to pay for sessions will result in the offer being withdrawn.

## **9 Breakfast Club**

CPD Schools Federation provides morning childcare through the form of a breakfast club. There is a small charge for attendance at the club to cover the costs of staffing the session and provisions made.

## **10 Nursery Provision**

CPD Schools Federation offers 30-hour nursery provision. For parents who are entitled to this through registration the schools are paid through the Local Authority for these places. Where a parent wishes to take up 30-hour provision but they are not eligible, providing the school has availability and an eligible child's placement is not in jeopardy, the school will charge for the additional hours at the same rate the Local Authority funds these places. Pupils staying for the full day in Nursery are offered a school meal for lunch which is chargeable.

## **11 Reimbursement**

Generally, once a pupil is offered a place on a visit any deposit is non-refundable. Should a parent / carer make the decision to withdraw a pupil from a visit, all costs arising from this decision will be at the expense of the parent / carer. However, CPD Schools Federation is willing to reimburse payments made by parents if they withdraw from the activity under the following circumstances:

- If the reimbursement does not result in the school having to cover costs.
- If another pupil takes up the place and pays the full amount.
- If a pupil provides a medical certificate as to why they can no longer attend the visit.

## **12 Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

## **13 Families qualifying for remission or help with charges**

Criteria for qualification for remission are given below:

Parents in receipt of

- Income Support;
- Income based Job-seekers Allowance;
- Child Tax Credit (where the person is not receiving Working Tax Credit as well);
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit;
- Income related employment and support allowance;
- Universal Credit.

Additional categories of parents may claim help with some costs in some circumstances.

#### **14 Lettings charges**

The Governors have approved that CPD Schools Federation can offer. The Federation does have a separate Lettings Policy. Whilst most lettings are usually longer term arrangements, occasional requests will be considered on a case by case basis if there is not significant disruption to the school. The Head of Finance and Operations is responsible for dealing with lettings as required.

#### **15 Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

#### **General:**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

#### **Policy Review**

This policy will be reviewed on a bi-annually. The next period of review will be Autumn 2021.