



Charging and Remissions Policy

Date reviewed by School	Summer 2023
Date ratified by FGB	23 May 2023
Date for next review	Summer 2025

1 Introduction and statement of intent

- 1.1** Uplands Primary School and Nursery 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.
- 1.2** In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.
- 1.3** We promise:
- Not to charge for education provided during school hours
 - To inform parents/carers on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.
- 1.4** The school will apply any charges levied by the Local Authority for services that it provides and the remission arrangements that the Local Authority considers appropriate.
- 1.5** The school reserves the right to levy a charge in any circumstances permissible under the 1988 Education Reform Act.

2 Legal framework

- 2.1** This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
- Education Act 1996
 - The Charges for Music Tuition (England) Regulations 2007
 - The Education (Prescribed Public Examinations) (England) Regulations 2010
 - DfE (2020) 'Governance handbook'

3 Charging for education

- 3.1** We will not charge parents/carers for:
- Admission applications
 - Education provided during school hours



- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents/carers or in certain circumstances (e.g. private lessons).

3.2 We may charge parents/carers for the following:

- Materials, books, instruments or equipment
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities.

3.3 A refundable deposit is chargeable for the annual rental of instruments.

4 Voluntary contributions

4.1 When organising school trips or visits that enrich the curriculum and educational experience of the children, we may ask for voluntary contributions towards the benefit of the school or school activities.

4.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers as to whether assistance is available.

4.3 If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution.

4.4 Trips that are under £50 will be expected in one payment by a set deadline date (which will be before the school's deposit deadline). Trips that are £50 or more per child will have a staggered/incremental payment plan in place, to ensure the school's financial payment or deposit deadlines are met and to help parents spread the cost. These payment deadlines set for parents/carers in payment amounts for a trip are expected to be met to ensure fairness for all families. There will be no refunds available for a child who is unable to attend any trip due to illness (suspected or confirmed) of any kind or any other unforeseen circumstance (i.e. a local or national incident).

4.5 If a parent/carer wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, they can discuss this with the Headteacher. We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions, but do request a dialogue regarding the voluntary contribution, to ensure the school is aware of the cost implication in case of needing to cancel a trip or activity.

4.6 The school may pay additional costs in order to support the visit or may apply for funding from outside charities and organisations.



- 4.7** No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child/ren will still be given an equal opportunity to take part in the activity.
- 4.8** The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers (this list is not exhaustive):
- Visits to museums
 - Sporting activities which require transport expenses
 - Outdoor adventure activities
 - Visits to the theatre
 - Musical events
 - Theatre companies in school.
- 4.9** For children in receipt of Free School Meals and for Children Looked After (CLA), 100% of the total trip/activity cost is paid for from the PPG allocation and for Previously Children Looked After (PCLA), 50% of the total trip/activity cost is paid for from the PPG allocation.
- 4.9.1** The above payments are subject to annual changes in PPG funding. Families of Pupil Premium Grant recipients will be informed of any changes and this policy will be updated accordingly.

5 Music tuition

- 5.1** All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2** 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/carers.
- 5.3** There is a charge for individual or group vocal or instrumental music tuition if this is not part of the National Curriculum.
- 5.4** Throughout the academic year, information regarding additional music tuition is provided to families.

6 Swimming



- 6.1** The school organises swimming lessons for all children in Key Stage 2. This is often in Years 4 or 5. These take place in school time and are part of the National Curriculum.
- 6.2** We make no charge for the teaching of this activity.
- 6.3** We inform parents/carers when these lessons are to take place, and we ask parents/carers for their written permission for their child to take part in swimming lessons.

7 Transport

- 7.1** 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.
 - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

8 Optional extras

- 8.1** We may charge parents/carers for the following optional extras:
- Education provided outside of school time that is not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Examination entry fees where the pupil has not been prepared for the examinations at the school
 - Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils.
- 8.2** When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) 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.



- 8.3** 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 pre-requisite for the provision of an optional extra.
- 8.4** For the additional services offered outside of school hours, we ask parents/carers to make a small charge per week for these sessions to cover resources. Children in receipt of Free School Meals (FSM or FSM6) or any Pupil Premium Grant will receive one club per term to be paid for by the school. If other families have difficulties meeting the costs, they are encouraged to discuss with the Head Teacher or the Family Support Advisor.

9 Residential visits

- 9.1** We will not 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, 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 teachers accompanying pupils on visits.
- 9.2** We charge for board and lodging – but the charge will not exceed the actual cost.
- 9.3** For children in receipt of Free School Meals and for CLA, 100% of the total trip/activity cost is paid for from the PPG allocation, for PCLA, 50% of the total trip/activity cost is paid for from the PPG allocation and for FSM6 and other Pupil Premium Grant recipients, funding may be requested by families, and if approved, will be taken out of the PPG Welfare Fund.
- 9.3.1** The above payments are subject to annual changes in PPG funding. Families of Pupil Premium Grant recipients will be informed of any changes and this policy will be updated accordingly.
- 9.4** If other families have difficulties meeting the costs, they are encouraged to discuss with the Head Teacher or the Family Support Advisor.



10 Education partly during school hours

- 10.1** 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.
- 10.2** 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 10.3 Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 10.4** The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

11 Damaged or lost items

- 11.1** The school may charge parents/carers for the cost of replacing items (books, equipment, material or fabric of the school) broken, damaged or lost due to their child's behaviour or other than through what would be considered normal wear and tear.

12 Charging in kind

- 12.1** Where parents/carers indicate that they wish to own the finished product of a practical activity, they may be asked to provide or pay for the materials, ingredients and/or the equipment involved etc.
- 12.2** No child will be disadvantaged because of a parent's/carer's unwillingness to purchase such items.

13 Remissions

- 13.1** We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.