



## **BOND PRIMARY SCHOOL**

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### **CHARGING AND REMISSION POLICY 2021**

#### **LEGAL FRAMEWORK - EDUCATION ACT 1996**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities, in schools maintained by local education authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in “A Guide to the Law for School Governors”. This guidance accurately reflects the terms of the Education Act 1996, but is not a substitute for those terms.

#### **Introduction.**

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils’ learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

#### **Statement:**

The policy complies with the requirements of the Education Act 1996

Where ‘parent’ is referred to this will include adults with a responsibility for the pupil.



## Education

Under the Education Reform Act 1988, no charge may be made for activities which occur within school hours (or when 50% or more of the period spent on the activity occurs during school hours).

We cannot charge for:

- 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 student 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 student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

There are the following exceptions:

- part of the cost of field work associated with public examinations
- cost of individual tuition in a musical instrument
- examination entry fees for re-takes if the registered student has not been prepared for the examination(s) at the school
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra

## Remission

There will be remission of these charges for pupils whose parents are in receipt of:

- Income Support;
- Job Seeker's Allowance (income-based);
- Employment Support Allowance (income-related);
- Child Tax Credit, so long as you do not get Working Tax Credit  
Anyone receiving Working Tax Credit is not entitled to free school meals regardless of their income.
- Support under part VI of the Immigration and Asylum Act 1999;
- The guarantee credit element of Pension Credit.



It will be possible, however, for activities taking place in whole or in part within school hours, to be financed by voluntary contributions to the School Fund.

**We aim: -**

To make school activities accessible to all pupils regardless of family income

To encourage and promote external activities which give added value to the curriculum

To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school

To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

**Education Outside School Hours**

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside of school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

The Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other 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 Head Teacher in consultation with the Chair of Governors.

**Data Protection of pupils and families.**

Teachers will ensure that these children are not publicly identified and stigmatised to meet Data Protection standards.

**Contributions**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

**If sufficient contributions are not received the activity may be cancelled.**



### **Charges:**

The Governing Body reserves the right to make a charge for the activities and items detailed below.

- Trips which are not part of the school curriculum or are outside the school day (i.e. residential)
- After school and pre-school clubs, including BBC (Bond Breakfast Club) and BASH (Bond After School Club).
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Additional supervision charge over lunchtime for Nursery Children- those wishing to take advantage of 30hours (as it is in fact 35 hours) or just for 1 hour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to school books

### **Residential Activity**

The DfE in its guidance to School Governors states that “For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits. A voluntary contribution will be requested by the school for such activities. Bond Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 - 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

### **Childcare provision (BBC and BASH)**

The Finance Committee will agree a pricing structure for all childcare provision delivered on site and this is reviewed annually. The governors are committed to supporting working and studying parents by providing affordable and high quality childcare; keeping charges to a minimum whilst ensuring sustainability. The school reserves the right to charge parents who are late collecting their child from school, who have not booked BASH, but require childcare at the rates agreed for childcare. Payments should be made at the time of booking, or at the end of the week your child has used the Club.

### **Individual Music Tuition**

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.



### **Supervision charge over lunchtime for Nursery**

The Finance Committee will agree a pricing structure for this provision delivered on site and this will be reviewed annually. The supervision charge for this service will be from 11.30 until 12.30 for nursery pupils. The governors are committed to supporting working and studying parents by providing affordable and high quality supervision; keeping charges to a minimum whilst ensuring sustainability. The school reserves the right to charge parents who are late collecting their child from school after this period, those who have not booked but require supervision at the rates agreed. Payments should be made at the time of booking, or at the end of the week your child has used the service

**Passports:** A charge of twenty pounds is made for signing each passport application. The application will only be signed by a member of the SLT. One week's notice must be given. The money is paid to office staff who will give a receipt.

### **Lost School Equipment, Books etc.**

Parents will be expected to replace or pay for the cost of lost items of School property.

### **Breakages and Damage to School Buildings, Furniture or Property**

Parents will be charged for damage caused as a result of a pupil's behaviour.

### **Photocopying**

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at **10p per sheet and 20p for any colour printing**.

### **Private fees**

Any report, letter or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £15 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

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

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **GOVERNING BODY RESPONSIBILITIES**

The Governing Body will monitor the effectiveness of the Charging and Remission Policy and ensure the valuable contribution of additional activities and residential

Charging and Remission Policy

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trips continue to form an integral part of the educative process.

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