

The Bourne Partnership



Hadlow Primary and Shipbourne Primary Charging and Remissions Policy

Signed	Date: November 2023
Chair of Governors	
Signed	Date for Review: November 2024
Head of School	

Sections 449-462 of the Education Act 1996 clearly sets out the law on charging for school activities.

The Governing Body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Governing Body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of *A Guide to the Law for School Governors* provides further, detailed guidance on residential and activities provided during school hours by external bodies.

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.45 am – 3.15 pm

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other school policies

The policy complements the school's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

Roles and responsibilities of Head of School, other staff and governors

The Head of School will ensure that the following applies:

During the school day

There is no charge for activities during the school hours with the exception of music tuition. There is no charge for transport during school hours to school-organised activities.

We may charge for:

- Lost or damaged home reading books (parents and carers have signed consent form agreeing to this)
- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- Optional extras (see **optional extras**)

Voluntary Contributions

The school may ask for voluntary contributions to fund activities that will enrich pupils' education, whether this is a trip, visitor to the school or workshop.

There is no obligation for a parent or carer to make a contribution and the school will in no way pressure parents to make a contribution.

In the case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

Music Tuition

The Bourne Partnership follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule where charges will be made if the tuition is not an essential part of the National Curriculum.

The school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups to play a musical instrument or sing. The cost of these lessons will depend on the size and duration of the class as well as the type of instrument.

The Bourne Partnership is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours can be remitted for pupils on free school meals.

There is no charge for vocal or instrument tuition for children in care. This includes instruments, music books and exam fees.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example sports clubs run by external organisations or participation in Young Voices. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Optional extras

The Bourne Partnership will, unless otherwise stated, charge for optional extras. Optional extras are:

- Education provided outside of school that is not part of the National Curriculum or Religious Education
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil provided with education

- Board and lodging for a pupil on a residential visit
- Additional swimming lessons beyond the requirements of the National Curriculum

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide an optional extra
- 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

Participation in any optional activity will be on the basis of parental choice and willingness to pay the charge

Residential Activities

Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents can **prove** they are in receipt of the following support payments:

- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Voluntary Contributions will be asked for to cover the cost of the coach travel and other activities during the trip.

In these circumstances, the Head of School will discuss with parents the level of voluntary contributions to be made in order to cover the cost of the coach travel and other activities during the trip.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and the school budget.

Parents who would qualify for support are those in receipt of:

- 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
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head of School and Chair of Governors will authorise the remission of charges.

The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and the Head of School.

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

Extended Services

The Bourne Partnership 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 us to provide:

- High quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

Our extended services include a breakfast club which charges apply.

Inability or unwillingness to pay

The Bourne Partnership is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make a payment, or could not make the payment, will not be disclosed under any circumstances.

Arrangements for monitoring and evaluation

The Full Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Reviewing of Policy

This policy will be reviewed and agreed by the full governing body on an annual basis.