Charging & Remissions Policy

Adopted by governors: February 2023

Reviewed: January 2025

Next review: January 2027

Pevensey & Westham CEP School

Charging and Remission Policy

This purpose of this Charging and Remissions Policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship. The policy also identifies areas of activity where a charge may be made.

This policy complies with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

School Vision:

"At PaWS we have an ambitious vision to work in partnerships with families, the church and the wider community to prepare all our children with the knowledge, skills, values and behaviours they will need in order to flourish, reach their potential and enjoy fullness of life."

(John 10:10)

The School will not charge for:

- an admission application
- 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 pupil is being prepared for at the school, or part of 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The School may charge in full or part in respect of the following circumstances:

• any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
• optional extras (see below);
• music and vocal tuition, in limited circumstances (see below);
• certain early years provision

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

• education provided outside of school time that is not:
a) part of the national curriculum;
b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
c) part of 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 body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

The 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.
For clubs run by school staff, we charge a nominal fee to attend. This supports staffing costs and the purchasing of resources across all clubs. This is a non refundable charge.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent. Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

The School will charge for the cost of board and lodging during a residential school trip, the charge will not exceed the actual cost.

In accordance with statutory guidance, parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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;

Voluntary contributions

Parents and Carers may be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally

The contribution will be explicitly voluntary and pupils whose parents/carers do not contribute will not be discriminated against or excluded. Where there are not enough voluntary contributions to make the activity possible and there is no alternative method to make up the shortfall then the school would have to cancel the activity/visit.

Financial difficulties

In cases of genuine financial difficulties, parents are invited to contact the Business Manager who may remit part or all of any charges. The Business Manager will agree the contribution the parents make, having due regard to the family's financial situation.

Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Head or Business Manager may decide.

Value for Money

We believe that we should always seek to maximise the value for money we obtain from any activity. We are committed to keeping costs as low as possible whilst maximising the educational or social benefit of any of the above activities. This statement should be borne in mind by any member of staff seeking financial contributions from parents and carers.

APPENDIX A – Lost/Damaged books letter template

Date:

Lost/Damaged Books

Dear parents/carers of _____ in _____ class.

Unfortunately, your child has lost/damaged the following book:

_____

As you are aware, we have invested heavily in reading at PaWS to support all children's learning as they develop a love of reading. We have worked hard to ensure the books are of high quality and well-match to children's levels.

So we can continue to provide top quality books to all pupils, we request that a payment of £5 is made as a contribution to replace any lost or damaged book.

If a lost book is subsequently found, and is in good condition, your payment will be refunded.

Payments can be made directly to the school office in cash or via BACS. Account details:
Account No: 04298667
Sort code: 60-13-09

You can find our charging and remissions policy online:
https://pevenseyschool.org.uk/statutory-info/policies/

Thank you for your understanding in this matter. We want to ensure all children get the best resources to support a key part of their education and learning.

APPENDIX B – Wilful damage to property/resources template

Date:

Wilful Damage

Dear parents/carers of _____ in _____ class.

Unfortunately, your child damaged property or resources belonging to the school. After reviewing the incident, it has been deemed that the damage was intentional and we request a contribution to replace or repair.

Detail of incident:

_____

_____

_____

_____

_____

Requested contribution: _____

Payments can be made directly to the school office in cash or via BACS. Account details:
Account No: 04298667
Sort code: 60-13-09

You can find our Charging and Remissions Policy and our Positive Relationships and Behaviour Policy online:
https://pevenseyschool.org.uk/statutory-info/policies/

Thank you for your understanding in this matter. We want to ensure all children get the best resources to support a key part of their education and learning.