



TO SERVE ONE ANOTHER

St Oswald's C of E Primary School

Charging and Remissions Policy

Adopted by St. Oswald's C of E Primary School Governing Body on 17 May
2021

To be reviewed by Governors – May 2022

1. Aim

The aim of this policy is to set out what charges will be levied for activities/items, the circumstances where charges will be waived (remissions) and the circumstances where voluntary contributions will be requested from parents or carers.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [Charging for school activities](#) and [the Education Act 1996](#) sections 449-462 of which set out the law on charging for school in maintained schools in England.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Responsibilities

The Governing Body of the St. Oswald's C of E Primary School ("the school") are responsible for determining the content of this policy and the Headteacher for implementation.

5. Non-chargeable Activities/Items/Services

5.1 Education

Schools **cannot** charge for:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment, but not including vocal and music tuition fees see below)
- 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
- Examination re-sits if the pupil is being prepared for the re-sit at the school

5.2 Transport

Schools **cannot** charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential Visits

Schools **cannot** 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, 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Chargeable Activities/Items/Services

Schools **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision
- Community facilities

6.1 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
 - 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)

In 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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 prerequisite for the provision of an optional extra where charges will be made.

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

6.2 Music Tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority (not adopted pupils)

7. Voluntary Contributions

As an exception to the requirements set out in Section 5 of this policy, parents/carers may be invited to make a voluntary contribution for the following:

- The proportionate costs for an individual child in connection with an educational trip mainly in school hours, including transport, materials and equipment, entrance fees and insurance costs
- The proportionate costs for an individual child in connection with an educational activity mainly in school hours including materials and equipment and third party charges

The terms of any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:

- That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- That registered pupils at the school will not be treated differently according to whether or not their parents or carers have made any contribution in response to the request
- Whether the trip or activity is dependent on voluntary contributions from parents/carers without which the trip or activity will not be able to go ahead

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will only be used to meet the proportionate costs for an individual child in connection with the educational trip or activity for which the contribution is being requested and not to subsidise the cost for other pupils for whom no contribution is received.

8. Remission of Charges

The Governors will apply discretion in waiving charges for other chargeable activities/ items and encourage parents/carers to contact school to discuss any financial difficulties.

The Governors will also apply discretion in using Pupil Premium income to support chargeable activities for pupils for which the school receives Pupil Premium income. This will be communicated to parents/carers. Information on how the Pupil Premium is used is also available on our website.

Any determination with respect to individual parents/carers is delegated to the Headteacher.

9. Charging Arrangements for Chargeable Activities/Items/Services

The school has determined the arrangements for charging for chargeable activities/items/services as follows:

9.1 School Meals

The responsibility for determining the level of school meals charges is delegated to the Headteacher. The school will review and publish the price to be charged for school meals annually.

No charge will be made for School Meals where a child has a current entitlement to Free School Meals.

Note: Free School Meals entitlement due to an assessment of parent/carer low income is not the same as Universal Infant Free School meals (UIFSM) which is the entitlement of all children in Reception, Year 1 and Year 2 to a free school meal.

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

9.2 School Milk

The responsibility for determining the level of School Milk charges is delegated to the Headteacher. The school will review and publish the price to be charged for School Milk annually. An annual charge is made for School Milk.

No charge will be made for School Milk where a child has a current entitlement to Free School Meals.

Note: Free School Meals entitlement due to an assessment of parent/carer low income is not the same as Universal Infant Free School meals (UIFSM) which is the entitlement of all children in Reception, Year 1 and Year 2 to a free school meal.

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

9.3 Music Tuition and Instrument Hire Charges

The responsibility for determining the level of music tuition and instrument hire charges is delegated to the Headteacher.

The school will review and publish the price to be charged for music tuition and instrument hire charges annually.

As set out in Section 6.3 above, no charge for music tuition will be made for a pupil who is looked after by a local authority (not adopted pupils).

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

9.4 Community Facilities

The responsibility for determining the charge letting of the school's facilities is delegated to the Headteacher.

All lettings are arranged through Leeds City Council Lettings and require a formal letting application and subject to appropriate safeguarding, legal and health and safety checks.

9.5 Out of School Hours Care Club (Ozzie's)

The responsibility for determining the level of Ozzie's charges is delegated to the Headteacher.

The school will review and publish the price to be charged for Ozzie's weekly breakfast and after school club charges annually. Any change in prices will apply from September each year.

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

9.6 Other optional extras

The responsibility for determining the level of charges for other optional extras is delegated to the Headteacher.

Information on the School's payment terms and procedures for dealing with overdue charges are set out below and at Appendix 1.

10. Payment terms and Overdue Charges

10.1 Payment Terms

Payment for chargeable items is due in advance of the activity, goods supplied or service provided by the School.

10.2 Overdue Charges

As with all schools, St. Oswald's C of E Primary School is experiencing financial pressures and must take steps to ensure that income due to the school is received on a timely basis.

Parents/carers will be aware that non-payment of chargeable items as set out in the policy above would cause have a significant negative impact on the school's financial position and therefore the expectation is that, in the majority of cases, the only action which will be needed in the event of a late payment is a reminder. In the minority of cases, the school will need to follow the procedures set out at Appendix 1, to recover any outstanding amounts due.

For parents/carers in financial difficulty or where children are eligible for Free School Meals or where the school is in receipt of Pupil Premium income, remission of charges may apply as set out in the policy above.

The School's procedures for dealing with overdue charges are set out at Appendix 1.

Appendix 1

Procedures for dealing with overdue charges

Payment for chargeable items is due in advance of the activity, goods supplied or service provided by the school.

The school may need to follow the procedures set below to recover any outstanding amounts due:

1. A first reminder will be sent by text, setting out the chargeable item and the amount due.
2. At least one further reminder will be sent by text and/or by email, setting out the chargeable item and the amount due.
3. Parents/carers will be contacted by telephone and/or email with a final reminder. If contact is made by telephone, a follow-up letter or email will be sent, setting out the chargeable item and the amount due and the date by which payment should be made. At this time, by agreement, parents may settle the outstanding amounts in instalments.
4. Where an outstanding balance exceeds £50, the school reserves the right to withdraw the future provision of an activity, goods supplied or service provided until the outstanding amount is paid.
5. Following a final reminder as above, where an outstanding amount remains unpaid and no agreement over instalment payments has been agreed, the school will refer the outstanding amount to Leeds City Council Finance Department who will undertake to recover the debt.
6. Where a child leaves the school with outstanding amounts due to school, the school will transfer the outstanding balance to any sibling in the same household of the child who is leaving, who continues to attend the school.