



# **PARKSIDE MIDDLE SCHOOL CHARGING & REMISSIONS POLICY**

**Dated: June 2022**

**Review date: June 2024**

**Headteacher.....**

**Chair of Governors.....**



## **Parkside Middle School Charging & Remissions Policy**

### **Introduction**

Charges made by the school are covered by the Education Act 1996. This legislation ensures that no child is discriminated against in receiving the National and School's Curriculum by inability to pay. However, voluntary contributions may be invited towards a school activity.

It is the intention of the Governors, Headteacher and his staff to encourage a wide variety of activities for the children, which will enrich the basic education provided in school. Under the Education Act 1996, such activities can only continue upon receipt of sufficient contributions from parents.

There are circumstances when the school will make an exception on a payment we would normally expect to receive under the charging policy. We will ensure that we inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school activities. This policy is subject to changes in line with the policy of the L.E.A.

### ***School Charging policy***

#### **Education**

Schools and Local Authorities **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2021' 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)
- educational activities 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-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and Local Authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

- optional extras (please see more information by following this link): <https://www.gov.uk/government/publications/charging-for-school-activities>
- music and vocal tuition individually or in a group to equate to the actual cost to the school (please follow the above link for more information)
- hire of musical instruments when provided for the above tuition
- repairs of damage or replacement caused by neglect of care
- replacement of equipment or correction of damage to school property caused by irresponsible action or trespass
- educational activities outside school hours where such a charge is appropriate
- the cost of 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)
- a finished product from craft or Home Economics lessons providing the parent has agreed in advance.

### **Voluntary contributions**

The school may ask parents for a voluntary contribution towards the cost of:

- any additional activity that takes place during school hours
- School Fund. A request for a donation of £5 (single child) or £7.50 (more than one child) per family will be made in September each year.

The contribution is voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity must be cancelled.

### **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

Schools **can** charge for:

- board and lodging but the charge must not exceed the actual cost.

Schools should make it clear to parents at the outset the policy for allocating places on school visits. When a school informs parents about a forthcoming visit, they should ensure that parents who can prove they are in receipt of certain benefits, on request will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found at the end of this policy.

### **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.

### **Non-residential activities**

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**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

## ***School Remissions Policy***

### **School Trips and Visits**

Should there be a surplus balance on a school trip or visit after all expenditure has been taken into account, if this amount is in excess of £5.00 per pupil or 5% of the initial cost (whichever is the higher). In these cases, the funds should be refunded equally to the parents.

### **Residential Trips**

The school is permitted to charge for the cost of board and lodgings during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges.

The Governors and Headteacher will discount *up to 50%* of the above charges relating to board and lodgings on Residential trips, for children whose parents fall into the following categories. The costs are to be borne by the school from their Pupil Premium funds and may be used to make up wholly or part of this discount.

A child may be eligible for free school meals if a parent is in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Child Tax Credit, and your annual income is less than £16,190
- Guaranteed Pension Credit
- Income-based Employment and Support Allowance
- Working Tax Credit run-on
- Universal Credit, and your annual household income is £7,400 per annum (£616 per month) or less after tax, and not including any benefits.

If your child is currently receiving free school meals, and the above criteria no longer apply, your child's eligibility is protected, and they will continue to receive free school meals until the end of the Universal Credit Roll Out. The Government has currently scheduled no earlier than July 2023 for the protection period to end. This could be longer and will depend on your child's current year group.

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