



# Lawn Primary and Nursery School

## **CHARGING AND REMISSIONS POLICY**

Policy owner – Business Manager

<b>Policy History</b>	
Autumn 2014	First created and approved
May 2017	Updated to reflect current D for E guidance
January 2021	<ul style="list-style-type: none"> <li>• Updated logo and school name.</li> <li>• Amendment to Breakfast Club to incorporate After School Club.</li> <li>• Removal of reference to Big A Club.</li> <li>• Eligibility for Free School Meals in line with Pupil Premium Report</li> <li>• Inclusion of Nursery charges</li> <li>• Minor changes to wording</li> </ul>
February 2023	<p>Policy re-drafted with contents page and additional sections:</p> <ul style="list-style-type: none"> <li>• Policy Aims</li> <li>• Legislation and Guidance</li> <li>• Definitions</li> <li>• Roles and Responsibilities</li> </ul> <p>Additional detail and clarity to all sections to reflect current arrangements and DfE guidance.</p>
February 2024	<p>Policy Reviewed, additional section added.</p> <ul style="list-style-type: none"> <li>• Refunds</li> </ul>
February 2025	<p>Policy Reviewed, following sections updated ensure it remains compliant with the latest government guidance and legislation.</p> <ul style="list-style-type: none"> <li>• Policy Aims</li> <li>• Roles &amp; Responsibilities</li> </ul>

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## **1. Policy Aims**

Lawn Primary and Nursery School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy. We adhere to legal requirement regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Lawn Primary and Nursery School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **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 to 462 of which set out the law on charging for school activities in England.

## **3. Definitions**

For the purposes of this policy the following definitions will be used.

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **4. Roles and Responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board will be responsible for:

- The management of the schools delegated finances
- Ensuring the school acts in accordance with this policy at all times
- Ensuring money is spent for the educational benefit of pupils attending the school

- Recognising its legal requirements regarding charging for school activities under the Education Act 1966 and meeting all additional guidance provided by the DfE.

The governing board also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

#### 4.3 The School Business Manager

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct charges are sent to parents, and that payment is received.

#### 4.4 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher or the SBM of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.5 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **5. Where charges cannot be made**

The school will not charge for:

- Admission applications

- Education provided during school hours, or out of school hours if part of the curriculum;
- 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

## **6. Where charges can be made**

The school may charge for:

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)

### **6.2 Optional Extras**

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - o Part of The National Curriculum
  - o Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - o Part of RE
- Examination entry fees where the pupil has not been prepared for the examination at the school
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils e.g wraparound care or out of school provision.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in connection with the optional extra
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contract for services purely to provide an 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

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

Charges applied will not include an element of subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

### 6.3 Music Tuition

Schools 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

### 6.4 Residential Visits

The school can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

- The price for residential visits is calculated on the cost of travel, board and lodging, any additional staffing and excursions during visit;
- The school may remit charges in full or part to other parents after considering specific hardship cases. Parents must in the first instance, discuss this confidentially with the Headteacher.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### 6.5 School Meals

- School Meals are free to all children in Reception, Year 1 and Year 2. A school meal will be provided to children eligible, if ordered via SCOPAY.
- Pupils in Nursery and Key Stage 2 who are not eligible will be charged for a school meal when ordered via SCOPAY. The cost of school lunches is determined by the governing body.

### 6.6 Milk/Snack

- Until the child's fifth birthday, milk is provided free of charge. Thereafter milk may be ordered through the Cool Milk Scheme. Details are available from the Nursery office. Milk can be provided free of charge for eligible children on request following their fifth birthday.
- A morning snack is available to all children in Nursery, Reception, Y1 and Y2. Key Stage 2 children are encouraged to bring their own healthy snacks for break time.

### 6.7 Swimming

Children in Year 3 and Year 4 receive a series of swimming lessons during the year. Parental contributions covering the costs of the coach, hire of the pool and swimming tuition are requested from parents.

### 6.8 Reading Records

Each September a reading record book is provided free of charge for parents. Replacement books are available from the school office and a small charge will be made to cover costs.

### 6.9 School Performances

The school arranges performances throughout the school year and any charges must be agreed by Headteacher prior to the event and communicated in advance to parents.

### 6.10 School Photographs

During the autumn term and summer term each child has their photograph taken by a school photographer. Proofs are sent home. The parent is free to choose whether to purchase the photographs from the photographer.

### 6.11 Fundraising

Friends of Lawn Primary and Nursery carry out a number of fundraising activities throughout the school year. Monies raised from these events help the school to provide extra resources for the school. Participation in these activities is entirely voluntary.

## 6.12 School Uniform

The cost of purchasing uniform is met by the parents.

## 6.13 Loss of and Damage to School Property

The school may charge for the cost of damage to property or for replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

## 7 Voluntary contributions

The school may, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips/visits/events
- Sports activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. Their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity or event, and the school cannot fund it via another source, the activity will be cancelled.

## 8 Activities we charge for

The charges for these activities will be determined by the governing board and reviewed in February each year. Parents will be informed of the charges for the year coming year (April to March) by the 1<sup>st</sup> March.

The school **will** charge for the following activities:

### 8.1 Nursery Sessions

A charge is made to parents of children who are:

- Not eligible for funding as a 2 year old
- Not eligible for funding as a 3/4 year old
- Attend additional sessions above those funded by the Government
- Attend emergency sessions above hours contracted for term.

Please refer to the Nursery Admissions Policy for full details.

### 8.2 Breakfast Clubs, After School Clubs (Wraparound Care)

- A charge is made to parents for children wishing to attend our Breakfast Club, and After School Club to cover the cost of staffing, utilities and providing breakfast or a snack and tea each day.

Please refer to the Wraparound Care section on our website for full details for full details

### 8.3 After School/Lunchtime Activity Clubs

A number of after school or lunchtime activity clubs run throughout the school year. Some are run by teachers and others are run by outside agencies. Where there is cost applied to a club for either staff or resources this will be made clear to parents prior to commencement of the club.

The school will endeavour to keep any cost to a minimum. The school may remit charges in specific cases to support access to clubs.

### 8.4 Afterschool Clubs (External Providers)

The financial arrangements for any Clubs running on this site will be made between the organisers and the parents.

## 9 Remissions

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and the governing board and will depend on the activity in question.

The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis.

The school will also consider to the remission of charges to parents or carers whose children receive free school meals, for the following:

- The cost of board and lodgings for residential visits
- Paying for attendance at the school's Breakfast Club to improve attendance
- Providing music lessons
- Supported access to school clubs
- Funding educational trips and visits
- Providing extra tuition/learning opportunities for most able children who receive the pupil premium, for example in preparation for SATs.
- any other charge the Headteacher deems appropriate.

## 10 Refunds

All initial deposits for school trips or events will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip or event.

If the school has to cancel a trip/event due to foreseen circumstances, parental contributions will be refunded. If a school trip or event is cancelled by a party other than the school due to unforeseen circumstances, it's at the school's discretion as to whether a refund is given to parents.

If a pupil or their parents cancel the pupil's place on a trip/event, it will be at the school's discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

If a pupil cannot attend a trip/event at the last minute, e.g. due to illness, the school will be unable to refund the cost of the trip.

If a school trip/event is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

If the decision is made to postpone a trip/event due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

## **11 Monitoring arrangements**

The Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by The School annually.

At every review, the policy will be approved by the governing board.