

# Mawnan CE VA Primary School



## Charging and Remissions Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
1 Year	March 2021	J Pridmore	March 2022

Review & Ratification Required by Governor's Sub-Committee Only	Name of Governor's Sub-Committee	Ratification required by Full Governing Board
Yes/No		Yes/No

Reviewed by Governor's sub-committee

Role	Name	Signature	Date

Ratified by the Full Governing Board

Role	Name	Signature	Date

Details of Policy Updates

Date	Details

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### **• Statement of intent**

Mawnan C of E VA is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

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

## **1. Legal framework**

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

## **2. Charging for education**

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.

- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- Vocational tuition (in certain circumstances)
- Use of community facilities

### **3. Voluntary contributions**

3.1. The school may, from time-to-time, 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. The school will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

3.2. No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is 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, and the school cannot fund it via another source, the activity will be cancelled.

3.3. The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **4. Music tuition**

4.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

### **5. Transport**

5.1. The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## **6. Residential visits**

6.1. The school will not 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

6.2. The school may charge for board and lodging, but the charge will not exceed the actual cost.

6.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

## **7. Damaged or lost items**

7.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **8. Remissions**

8.1. The school has set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated

on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

8.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

8.3. To request assistance, parents should contact the Headteacher.

## **9. School trip refunds**

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

9.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

9.3. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

9.4. In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

9.5. In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options

with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- 9.6. In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account 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.
- 9.7. In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account 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.
- 9.8. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- 9.9. Excess expenditure will be subsidised by the school fund.
- 9.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 9.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.