

Kitchener Primary School

Charging and Remissions Policy



POSITION	NAME	SIGNATURE	DATE APPROVED
HEADTEACHER	Reena Patel		01.05.24
CHAIR OF GOVERNORS	Panna Singh		02.05.24

Charging and Remissions Policy

Introduction

- 1.0 This policy has been formulated in accordance with Cardiff County Council's guidance on charging and remissions.
- 1.1 The aim of the policy is to set out what charge will be levied for activities and the letting of school premises, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy has been drawn up in accordance with Sections 449 – 462 of The Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.
- 1.2 The Governing Body of the school is responsible for determining the content of the policy, and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.
- 1.3 The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.
- 1.4 This policy will be reviewed annually.

2.0 Charges to Pupils

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum for Wales.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions (**see 2.4 for additional detail**), we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity and as a governing body, the school will absorb the cost; sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information through all communication methods, letter and online.

The school is very appreciative of the PTT's (Parent Teacher Team) efforts to raise funds to finance a number of trips every year. Due to the rising costs of residential trips and the school recognising the value of such experiences, the PTT will commit to paying for coaches to residential trips attended by year 6 to help support parents with residential trips.

2.1 Prohibition of Charges

2.1.1 The Governing Body of the School recognises that legislation does not allow charges for the following:

- education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- admission to school for children of compulsory school age;
- education provided outside school hours if it is part of the Curriculum for Wales.
- 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 Curriculum for Wales
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- transporting pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- transport provided in connection with an educational visit which is part of the Curriculum for Wales.

2.2 Charges

Charges may be made for other curriculum enrichment activities. Where an curriculum enrichment is being provided, a charge may be made for providing material, books instruments or equipment as follows:

(a) Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge may be made at cost price. Parents will be informed of this charge in advance.

(b) Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is provided as part of a syllabus for a prescribed public examination or is required by the Curriculum for Wales.

(c) Board and Lodging on residential trips

The board and lodging element of approved residential activities, even when taking place largely in school hours. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge.

(d) Breakages

The school will charge for breakages and replacements as a result of loss or damages caused willfully or negligently by pupils. Each incident should be dealt with on its own merit and at the school's discretion.

(e) Extra-curricular activities and school clubs

No charge will be made for pupils to access extra-curricular activities or organised school clubs.

School will publish any costs stated by outside providers

2.3 Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes;
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.

Parents who are struggling to make payments for residential trips who can prove that they are in receipt of the following support payments will, in addition to having free meals entitlement, or if seeking asylum in the UK will be exempt from paying the cost of board and lodging of a residential trip:

- Income Support

- Income-based Job Seeker's Allowance
- Any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently, the following are prescribed:
 - Support under Part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue and Customs) does not exceed the specified amount (i.e. children who are eligible to receive free school meals);
 - Income related employment and support allowance; and
- Guarantee element of the State Pension Credit
- Receipt of Universal Credit.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher will make authorisation for such remission.

2.4 Voluntary Contributions

Parents will be invited to make a voluntary contribution for educational visits.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no legal obligation to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- the continuance of an activity may depend upon voluntary contributions;
- registered pupils at the school will not be excluded or treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Requests made for voluntary contributions do not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Voluntary contributions will be used to cover the costs of the visit.

3.0 Charging for the use of School Premises

The school retains autonomy in deciding an agreed charge rate.

- Any request to hire the school premises will be considered through a signed contract and costed on a case by case basis.
- Charges will be calculated to cover any additional costs incurred through the hire eg caretaker overtime, extra cleaning.
- An hourly charge rate will be agreed with the hire before they access the school site.
- This will be added to any additional costs to produce an agreed total hire rate.

Date of policy approval: _____

Date of policy review: _____

Policy approved: _____ (Chairperson of Governing Body)