



# Charging and Remission Policy

*Reviewed September 2016*

*Review Annually*

*Statutory*

**Nexus Education Schools Trust (NEST)**  
*group of schools*

## Farnborough Primary School Academy Trust

### Introduction

Nexus Education Schools Trust, a Multi Academy and the Local Committee of Farnborough Primary School will not charge parents and pupils for any activity unless it has drawn up a Charging Policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, meaning that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Trust and the Local Committee of Farnborough Primary School will not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours, as long as such teaching is not an essential part of the National Curriculum or religious education.

Activities which are an essential part of the syllabus for an approved examination must be provided free.

### Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.40 am – 3.10pm. (Infants Reception to Year 2)  
8.40 am - 3.15pm (Juniors Year 3 to Year 6)

#### 1. Admissions

There is no charge for admissions.

#### 2. School meals

There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount *p* decided by the Nexus Education Schools Academy Trust

#### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

#### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

The school will charge for optional extras. 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 that is not taking the pupil to school or to other premises where the local authority, Nexus Educational Schools Trust or Local Committee has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- The school offers a range of paid clubs provided by external groups and individuals. These include Activity boost, Football, chess, modern languages. Clubs change termly or annually and are offered through an application system. Some clubs are through invitation only i.e. Maths, these do not have a cost associated as they support pupil's academic progress.

### The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When 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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. Any child who is eligible for Pupil Premium via Free school meal eligibility will be able to access these clubs.

## 6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our school will not charge for:**

- 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
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### **Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost.

**Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## **8. Music tuition within school hours**

Farnborough Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum. This includes instruments, music books and exam fees.

Farnborough Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals and funded through the schools Pupil Premium Grant

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. Extended services**

Farnborough Primary School is dedicated to providing a well-rounded and extensive education for our pupils who includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

At Farnborough Primary school there is a Breakfast club and an after school provision. This extended service is provided by an external company and is not bound by this policy.

## **10. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a pupil or parent *the* school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals and should complete the eligibility forms available online. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of Local Committee will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Local Committee and headteacher.

## 12. Voluntary contributions

Nexus Education Schools Trust and the Local Committee of Farnborough Primary School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## 13. Inability or unwillingness to pay

Farnborough Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## 14. Statement of Intent regarding Inclusion

The school is committed to ensuring that pupils with special educational needs engage in all the activities of the school so far as is reasonably practicable and is compatible with:

- the pupil receiving the special educational provision which his learning difficulty calls for
- the provision of efficient education for the pupils with whom he or she will be educated
- the efficient use of resources

### ***Arrangements for monitoring and evaluation***

Nexus Education Schools Trust and the Local Committee of Farnborough Primary will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (**without giving names**) and the source of those subsidies.

Farnborough prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some away from it. Some activities take place before and after school and some are residential visits.

All activities are designed to ensure that learning is real, vibrant, motivational and exciting.

Signed by:

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_____	<b>The Chair of Local Committee</b>	<b>Date:</b> .....
_____	<b>Headteacher</b>	<b>Date:</b> .....
_____	<b>Finance Officer</b>	<b>Date:</b> .....

**This policy will be reviewed annually**