

# KULB Federation

“Everyone is a learner and every experience is a learning opportunity”



## Charging and Remissions Policy

At Kingswood Primary School this policy will be delivered through our key values of:  
**Collaboration Enjoyment Fairness Honesty Respect Success**

At Ulcombe CE Primary school this policy will be delivered through strong links made to our Christian values of:  
**Forgiveness Thankfulness Trust Friendship Endurance Compassion**

At Leeds and Broomfield CE Primary School this policy will be delivered through strong links made to our Christian values of:  
**Empathy Generosity Selflessness Curiosity Forgiveness Honesty**

## Document History

Kingswood Policy Written by Suzanne Lowe January 2010  
Date approved by Full Governing Body 20 January 2010  
Date for full implementation 20 January 2010  
Date for review January 2012  
Policy Reviewed January 2012  
Reapproved by Full Governing Body 11 January 2012  
Policy Reviewed June 2013  
Reapproved by Full Governing Body 10 July 2013  
Policy Reviewed June 2014  
Reapproved by Full Governing Body 9 July 2014  
Policy reviewed May 2015  
Reapproved by Full Governing Body 6 May 2015  
Policy reviewed and adapted for KULB wide use February 2016  
Reviewed by CSC 15 March 2016, approved at FGBs: Kingswood 27 April 2016, Ulcombe 13 April 2016, L&B 23 May 2016  
Reviewed and approved by Fed GB 25 April 2017  
Reviewed and approved by Fed GB 13 March 2018

Review Annually

*The term 'school' refers to the three schools in the federation: Kingswood Primary, Ulcombe CE Primary and Leeds and Broomfield CE Primary (KULB). The term may refer to them jointly or individually.*

**Charging and Remissions Policy**

**Contents**

Document History ..... 2

Calculating Charges ..... 4

During the school day ..... 4

Optional activities outside of the school day ..... 5

Education partly during the school day ..... 5

Residential visits ..... 5

School mini-bus ..... 5

Breakages and Fines ..... 5

Arrangements for Monitoring and Evaluation ..... 5

Governing bodies cannot charge parents and pupils for any activity unless it has drawn up a charging policy and a remissions policy<sup>1</sup>. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which means that pupils who can and do pay may not be charged extra to cover the costs of those who do not pay.

Governing bodies must 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 a 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 activity because his or her parents cannot or will not contribute.

Schools can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are 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.

## Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

At the Executive Headteacher/Head of School's discretion, parents can qualify for support (for example times of hardship or in receipt of income support).

For the purposes of this policy, the school day is defined as:

- Morning 8.55 am -12.15 pm;
- Afternoon 1.10pm - 3.15 pm.

## During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, school visits, and visitors to the school. In these circumstances, no pupil will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated differently. If a particular activity cannot take place without some help from parents,

<sup>1</sup> Section 457 of the Education Act 1996 as amended by the School Standards and Framework Act 1998 and the Education Act 2002

this will be explained at the planning stage. An activity will be cancelled if not enough voluntary contributions are collected.

From time to time we may arrange an activity during the school day and invite a non-school based organisation, such as a science show or music ensemble. Such organisations may wish to charge parents. Parents may, if they wish, ask the Executive Headteacher/Head of School to agree to their child being absent for that period.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if most of the time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential visits**

Charges will be made for board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Charges will be remitted for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, or the guaranteed element of State Pension Credit.

### **School mini-bus**

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation.

### **Breakages and Fines**

Where intentional malicious damage is caused to property or buildings by a child, and it is clear that it is the fault of a particular child, the Governors reserve the right to charge the child's parents for repairs or restitution (after discussion with the parents).

### **Arrangements for Monitoring and Evaluation**

The governing body will monitor the impact of this policy from time to time by receiving financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.