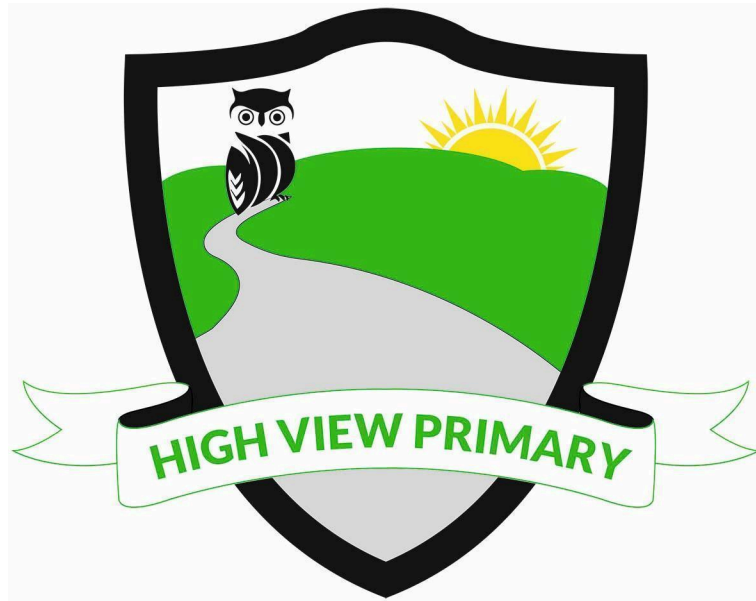

High View Primary School



Opportunities to Thrive

Charging Remission and Debt Policy

Autumn Term 2024

Date for review: Spring Term 2026

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1. Aims

Our 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 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 449-462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

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

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Responsible Officer.

4.2 Headteacher

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher 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.

4.4 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

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer

Swimming lessons that are part of the National Curriculum

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

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5.3 Residential visits

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** 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)

Certain early years provision

Community facilities

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

Loss or, damage to, or breakage of school property, e.g. books, windows, furniture etc., will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party where the cost has been recharged to the school.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Individual and class photographs taken by external photographer and offered for sale

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
- The cost of buildings and accommodation
- 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 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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity 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 charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

Reports for independent schools

When an application is made for a place for a school pupil at an independent school, that school normally requests a report from the pupil's current school. This report usually exceeds the statutory information that the school is obliged to supply.

The school reserves the right to make a charge to the pupil's parents of **£20.00** for each report for each application to help defray the cost of supply teaching time needed to release the class teacher to prepare this report. Payment should be made in advance. If more than one school report is requested for the purpose of multiple applications, the school will only charge an additional £20.00 if we are having to adapt the report previously written.

Additional charges

Passport countersigning £ 10.00 per passport.

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

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

6.5 School Meals and Debt Policy

Charges are made for school meals and milk (unless a pupil is entitled to free school meals). The school has adopted a strict no debt policy relating to the school meal service. For the 2024/2025 academic year the Mayor of London is funding all school meals for students in Years 3 to 6.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents.

If parents believe that their children may qualify for Free School Meals they should apply online at www.sutton.gov.uk/freeschoolmeals, calling 02087706953 or www.fsm.lgfl.net. Applications are managed electronically and the school is notified by secure email if a child qualifies. The school is also notified if a child no longer qualifies for Free School Meals. This allowance is a statutory right and it is important it is used if a parent qualifies. Evidence of receipt of benefit will be required and the free meal entitlement will apply from the date that the school receives the evidence. It will not be backdated.

Parents/carers must pay in advance for a school lunch using school comms

Children will not be provided with a school lunch unless it is paid for, except those who are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of one meal. However, this debt must be paid the next day and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received, nor a packed lunch provided, the school will phone the parent to ask them to provide a packed lunch before lunchtime or arrange to take their child home.

If payment of the debt is not received the next day, the school reserves the right to begin legal proceedings against parents to recover the debt.

Children's Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- Visits to museums, galleries and other places on interest
- Outdoor adventure activities
- Sporting activities which require transport expenses
- Theatre visits
- Musical events

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.

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

8. Activities we charge for

The school will charge for the following activities:

- **Nursery Lunch Provision** - Children in Nursery are able to stay for lunch at an additional charge of £6 each day. Fees are payable half-terminly in advance directly to the school or using childcare vouchers. If payment is not received for the child, the parents are chased twice, after which if payment is not received the child cannot stay for lunch.
- **Nursery lunch** – all day nursery children can have a school provided meal for a daily cost of £2.55
- **Clubs Run by School Staff** – there is no charge for clubs run by school teachers other than a nominal charge to pay for materials used at clubs as and when necessary
- **Clubs Run by External Providers** – a variety of clubs are run by external providers including school Teaching Assistant who use the school facilities. The providers charge parents directly for attendance. If a child is eligible for free school meals, the cost of the club can be met using pupil premium up to an amount of £40 per term.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Head Teacher and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

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 Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Children that have been eligible for Pupil Premium in the two years preceding the residential trip will receive a subsidy of the 50% of the board and lodging costs. Any remission of charges for students eligible for Free School Meals or were eligible in the preceding two years will be met from the Pupil Premium budget. Any other subsidies should be met from the School Fund. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

10. Monitoring arrangements

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

This policy will be reviewed by the School Business Manager annually

At every review, the policy will be approved by the Resources Committee.