



Charging and Remissions Policy

Our School Mission Statement

In order to achieve success at Monksdown Primary School, we believe that *everyone* in our community is of equal *worth* and should be given the opportunity to develop their full potential intellectually, emotionally, socially, physically and professionally. We promote in our whole school community, an understanding and respect for everyone's well-being and mental health, valuing and supporting each other as an integral part of our school life.

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 and will not 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
- Support families in understanding voluntary and additional charges.

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 to 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](#).

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governors

The governing body 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 body also has overall responsibility for monitoring the implementation of this policy. Monitoring the implementation of this policy has been delegated to the full governing body.

Headteacher

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

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.

Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

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

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
- 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
- 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 body 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
- Transport provided in connection with an educational visit

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, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- 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

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 body 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)
- 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 which is to be charged for.

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

Residential visits

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

Voluntary contributions

As an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- Outdoor adventurous activities (not curriculum)
- Residential Activities
- Cost of transport to enable a trip to take place

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.

Activities we charge for

- The school will charge for the following activities:
- Breakfast Club
- Additional Nursery hours where a family is not entitled to 30 hour offer
- School Meals (Except those who are entitled to free school meals)
- For regular activities, the charges for each activity will be determined by the governing body and reviewed in Summer full governing body meetings each year. Parents will be informed of the charges for the coming year in July each year.

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 governing body and will depend on the activity in question.

Remissions for residential visits

The school cannot charge for:

- Education provided on any visit that takes place during school hours (s.452 Education Act 1996).
- 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. We can charge for:
- Board and lodgings and the charge must not exceed the actual cost.

Early Years Specific charging and remission:

Delivery of funding

- Parents/carers declaration – must be completed prior to starting any place.
- Our provision is delivered in a 15 hour block of 3 hours per day, morning sessions. These sessions take place between 8.45am - 11.45am. Our funding offer is the same for all families regardless of whether they pay consumables or not.
- We offer term time funded places over a 38 week period.
- We also offer 30 hours provision for parents/carers entitled to the 30 hours of free childcare. The 30-hour offer includes the morning and afternoon sessions from 8.45am to 3.15pm, thus providing 30-hours of childcare. A code must be provided to prove your child's entitlement to free childcare. Failure to supply the code may mean the offer of the additional sessions will be withdrawn or parents/carers being required to pay for the extra sessions.
- The lunch period, 30-minutes, is not included within the 30-hour offer, therefore there is a charge of £2.00 per day to cover staffing costs. This is invoiced via School Money and is payable in advance using the app. Cash is not accepted. An electronic reminder is sent to you should money be outstanding.

- Additional sessions can be purchased, where a family is not entitled to 30-hour offer; these are filled on a 'first come, first served' basis. Charges for additional sessions are currently £15.00 per half day (afternoon). These afternoon sessions have to be for the full 5 days per week, 38 weeks a year. This equates to £75 per week for your child to attend full time (8.45-3.15) (if available) plus £10 per week, for lunch supervision. This £85 per week is payable in advance and is charged through the School Money App.
- Parents/carers are asked for a £1.00 (cash) weekly voluntary contribution towards the cost of providing the children with healthy snacks. If a parents/carers do not make this voluntary contribution it does not prevent their child having access to snacks during the sessions attended.
- Days/sessions are offered equally to all children regardless if they pay consumables or not- this can not be swapped to accommodate trips, parties, celebrations if consumable charges are not paid.
- Code renewal reminders in relation to 30-hour education, are sent to parents/carers to ensure funding for the provision remains in place. If the parents/carers do not reapply and results in a loss of funding, charges will apply if the child continues to access the 30-hour provision; the charges are outlined above.

Payment information

- We do not take deposits of registration fees for nursery provision other than those outlined above.
- Payment for the lunch provision must be paid via the School Money app. Cash for this is not accepted. There is no charge for late payment, however if debt is accrued the child's lunch place will be withdrawn until the outstanding balance is brought up to date and the child will need to go home for lunch. This does not affect any DfE funded childcare provision.
- If a parent/carer accrues a debt, a payment plan will, initially, be put in place to help reduce the outstanding balance. In extreme circumstances, places may be withheld for child until the debt has been cleared. This does not affect the DfE funded childcare provision.
- Discounts are not offered for siblings.
- Snack money is payable by cash to the Nursery and Reception staff.

Absences

- Funding can be lost due to poor attendance
- Days can't be swapped around once they have been set.
- We do not charge for any holiday periods, including bank holidays.

Transfer of funding

- In exceptional circumstances we can request funding be transferred to allow a child to start Nursery sooner. This will be agreed between the school and the provision the child is exiting. If school receive a request to transfer funding for a child moving to a new provision, this, where possible, will be agreed in advance for the move and inline with half term end dates.
- Funding may be transferred mid-term in exceptional circumstances. The exceptional circumstances that may be considered are a house move by a significant distance, social care interventions or safeguarding reasons.
- A transfer of funding form must be completed before a transfer is considered. This must be sent to eyfunding@liverpool.gov.uk School can provide this form or you can request it directly by emailing eyfunding@liverpool.gov.uk
- If a child attends a full week or more at a setting, the setting can claim for a full term.

Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher and finance officer every year, summer term. At every review, the policy will be approved by the Full Governing Body.