

Primary Learning Trust (PLT)

...where everyone flourishes!



Charging and Remissions Policy 24-25

Primary Learning Trust
Ryders Hayes School
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WS3 4HX

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Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

Vision

- A family of schools, proud to be working together as one entity, in the right conditions for deep and purposeful **collaboration**
- To **belong** to a great place to learn, work and grow.
- To improve and sustain high educational standards across the Trust, through **evidence-informed** practice.
- To continuously improve teaching and learning, ensuring that every pupil has the best possible education.
- To hold trust on behalf of our children, achieving the best for and from our people, so that everyone can **flourish**.
- To empower our children and our people to create a better future.
- To advance the education system, as part of our civic duty, for the wider public benefit

Values

- **Belonging:** where all our people feel connected, valued, trusted and fulfilled, with a shared purpose to achieve excellence, in a place of psychological safety.
- **Flourishing:** where all our people thrive and continue to grow through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.
- **Collaboration:** by design, to ensure that all our people are supported and openly share ideas and practice; that no school - no child - is left behind, building together the pipeline that develops the next generation of leaders, global citizens, influencers and innovators.
- **Evidence-informed:** conceptual models of quality and improvement that can be shared and embedded. Deliberate and intentional knowledge-building to create expertise through cultures and communities of improvement, using the active ingredients of professional development.

CHARGING AND REMISSIONS POLICY

Rationale

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

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. Academies are required to comply with this Act through their funding agreements.

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

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

Trust Board

The Leadership and Management Committee has overall responsibility for approving the charging and remissions policy, but has delegated this to the Head Teacher.

Head Teacher

The Head Teacher has overall responsibility for monitoring the implementation of this policy.

The Head Teacher is responsible for ensuring that 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 Head Teacher 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 Head Teacher of any concerns or queries regarding the charging and remissions policy.

Charging Policy

1. No charges will be made for:

1.1 Education:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment for curriculum)
- Education provided 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 (with the exception of optional peripatetic music lessons), or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Swimming lessons for children that need support in learning how to swim as part of the National Curriculum. We make no charge for this activity and we inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school (this excludes Music Examinations where pupil is fee-paying)
- Examination re-sits if the pupil is being prepared for the re-sit(s) at the school (as above)

1.2 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 Trust 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 as part of the curriculum
- Transport provided in connection with an educational visit (see Voluntary contributions)

1.3 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 as part of the curriculum
- ☐ Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

2. Activities for which charges may be made:

2.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 2.2)
- Music and vocal peripatetic tuition, (see section 2.3)
- Certain additional 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

2.2 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
- Activities outside school hours – Non-residential activities which take place outside school hours, such as after school sports clubs, arts and drama clubs
- Extended day services offered to pupils
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school as part of the curriculum
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Trust Board has arranged for the pupil to be provided with education)

- Residential activities – Board and lodging costs and travel costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 4 below) may not be charged for these costs. When any trip is arranged parents will be notified of the policy for allocating places.
- Charges may be requested from parents where school books, planners, etc. are lost or damaged beyond repair.
- Charges may be made for wilful damage caused as a result of a pupil's behaviour causing breakages and damage to school buildings, furniture or property.

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.

2.3 Music tuition

Primary Learning Trust charges 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. Small group or individual music tuition as an additional curriculum activity which is not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and charges are made for these lessons. We give parents information about additional music tuition at the start of each academic year.

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, or has chosen to access music tuition as part of our support for disadvantaged pupils.

3. Voluntary contributions

As an exception to the requirements set out in section 1 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. Disadvantaged pupils have one trip per year funded by the school
- If we do not receive sufficient voluntary contributions, 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.

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, The Trust Board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of:

- Income Support
- Income based job seekers allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit (provided families are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on (paid for 4 weeks after families stop qualifying for Working Tax Credit)
- Universal credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by The Trust Board taking into account as to whether additional help is justified.

5. Additional considerations

The Trust Board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines.

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- Where costs may be considered to be a burden on a family's finances we have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

6. Paper Copies

If you require a paper copy of the information on our website, please contact the School Office. Reasonable requests for hard copies from the website will be supplied at no charge.

This policy will be renewed annually by The Head Teacher