

# Charging and remissions policy

Uplands Junior School



<b>Approved by:</b>	Finance Committee	<b>Date:</b> October 2024
<b>Last reviewed on:</b>	October 2023	
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## 1. Aims

Uplands Junior School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

## 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 to 462 of which set out the law on charging for school activities in England.

## 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 Finance & Pay Committee.

Monitoring the implementation of this policy has been delegated to the Chair of the Finance & Pay Committee.

### 4.2 Headteachers

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 that they are unsure about or where they are not certain if the policy applies

### 4.4 Parents/carers

Parents/carers 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
- › 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 (LA) has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- › Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- › Transport provided in connection with an educational visit

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

### 5.4 Swimming

The school organises swimming lessons for Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons. Occasionally, we can offer top-up swimming lessons to pupils in Year 6. No charges are made for this activity.

## 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/carer wishes the child 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

### 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

At Uplands this might include optional sports clubs, art clubs, etc.

- › 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 LA 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 Toast Club and After School Club)

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, coaches, specialists 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/carers 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.

**Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.**

### 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/carer.

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 Paying for Information

Where parents request copies of information under the Freedom of Information Act, Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

### 6.6 School Milk

Parents of children over 5 years of age who are not in receipt of Free school Meals and require milk whilst at school will be charged at a rate of £12 per term (2024-25)

### 6.7 School Meals

Under the Education Act 2011, schools are permitted to charge up to the maximum cost of a school meal.

## 7. Voluntary contributions

Uplands is committed to offering its pupils a wide variety of experiences to enhance the National Curriculum. In order to achieve this the school can seek voluntary contributions to fund visits and activities that might not otherwise be possible. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parent/carers who do not make such contributions will be treated no differently from those who have.

**In line with statutory guidance, the school will apply the following criteria:**

- If the activity cannot be funded without voluntary contributions the parent/carers will be notified of this from the outset.
- No child will be excluded from an activity that forms part of the National Curriculum because parent/carers are unable to pay.
- Children will still be given an equal opportunity to take part in an activity even if the parent is unable/unwilling to make the voluntary contribution
- If insufficient contributions are raised, the trip or activity may be cancelled.

## 8. Options we charge for

The school will charge for optional services and activities including, (not exhaustive) Toast and After School Clubs, Extra Curricular clubs and lessons and Year 6 Residential Trip. Charges are also made for school meals and milk.

## 8.1 Toast & After School Clubs

For the academic year 2024-25 Toast club runs from 8am to the start of the school day. The charge is £2.00 per session. This covers toast and a drink.

After school childcare provided by the school is from 3.15-6pm. This is charged at £3.00 until 4:30pm. Any pickup after this time is charged at the full session rate of £8.00.

A late fee will be charged after 6pm.

## 8.2 School Meals

Under the Education Act 2011, schools are permitted to charge up to the maximum cost of a school meal. The agreed cost to parents/carers for 2024-25 is £2.20 per junior paid meal and £1.00 per discounted/flexible meal. The school has adopted the standard Local Authority charging policy for school meals.

We do ask that families who are eligible for free school meals apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school trips, sports coaching, pastoral/welfare support etc.as detailed in section 9. 'Remissions' below.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to meet the following criteria:

- 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 you're 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 you 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)

Children over the age of five who are eligible to receive a free school meal are also entitled to receive free school milk.

## 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 governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Charges for residential visits includes transportation, activities, resources, board and lodgings.

Parents/carers who can prove they are in receipt of any of the following benefits will be entitled to claim for remissions 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 you're 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 you 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)

## 10. Payments and Arrears

### Payments

All payments made to school should be paid through the SchoolComms cashless system. All new parents will receive account set up information which they should then use to make payments for School meals, Milk, Visits, Music, Extended School Clubs, and any other paid activity. School does not accept cash or cheque as a form of payment.

### Arrears

Please refer to the School Meals Policy for details on the handling of debt in relation to school meals. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Parents are encouraged to speak to a member of the school office staff if they are having difficulty meeting agreed payments in order that arrangements can be made.

Any outstanding arrears will be dealt with in line with LA guidance.

## 11 Monitoring arrangements

The school staff monitor charges and remissions and ensures these comply with this policy. This policy will be reviewed by the school bursar annually. At every review, the policy will be approved by the Finance & Pay Committee.