



# Princecroft

## PRIMARY SCHOOL

Incorporating The Hive Nursery

# Charging and Remissions Policy

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This Policy is in line with the Single Equality Policy

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## **CHARGING & REMISSIONS POLICY**

**This policy should be read and understood with reference to the following documents:**

- The Education Act 1966 (Sections 449 – 462)
- The Education and Inspections Act 2006 (Section 56)
- [Charging for School Activities \(DfE May 2018\) \(Appendix A\)](#)
- [School Admissions Code 2014 \(paragraph 1.9\(n\)\)](#)
- [Governors' Handbook - see section on 'Finance'](#)
- The Charges for Music Tuition (England) Regulations 2007
- [Home to school travel and transport guidance \(DfE July 2014\)](#)
- The Equality Act 2010
- Lettings Policy

### **1. PRINCIPLES**

- Princecroft School and the Hive Nursery (hereinafter referred to as Princecroft School) want all their pupils to have an equality of opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out the school approach to charging and remissions and is informed by guidance from the Department of Education (Appendix A). In doing this the intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.
- Parents on low incomes and in receipt of certain benefits will be informed of the support that is available to them when being asked for contributions towards the cost of school visits. The list of eligible benefits is the same as those that entitle parents to claim for free school meals and can be found by clicking on the link [here](#).
- This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

### **2. MAIN POINTS:**

- The governing body of **Princecroft** School are bound by the regulations (as outlined in Appendix A of this policy: '[Charging for School Activities \(DfE May 2018\)](#)'). Clarification can be sought from the Head Teacher if anything in this document is unclear.
- School governing bodies and local authorities, subject to limited exceptions as outlined in 'Charging for School Activities' (and in sections 3 and 4 below) cannot charge for education provided during school hours, including the supply of any materials books, instruments or other equipment.
- Schools cannot charge for transport related to a pupil's education (or any external examinations) where arrangements have been made for these by either the school or the local authority. More detailed guidance on school travel can be found in the document [Home to school travel and transport guidance \(DfE July 2014\)](#)

### 3. What can schools charge for?

- **Materials, book instruments and/or equipment** can be charged for where the child's parent wishes him/her to own them.
- **Music and vocal tuition** over and above that provided either under the national curriculum or under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. Charges can therefore be made for instrumental and vocal musical tuition to children either individually or in groups of any size, as long as it is being provided at the request of parents and that the charge does not exceed the cost (including that of the staff providing the tuition). The only exception to this is in respect of a pupil who is 'looked after' by the local authority. ***Where a charge is made for instrumental and vocal tuition within school hours, parents/carers in receipt of certain benefits will have charges reduced or waived on an individual basis to ensure that specialist music tuition is accessible and affordable for all children.***
- ***Wilful damage or breakage of school property:*** *the school may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher. The school may also seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.*
- **Community facilities:** the school can charge for allowing the school's premises to be used out of school hours for community activities. All the details are outlined in our school's 'Lettings Policy', which is in line with Local Authority guidelines.

### 4. OPTIONAL EXTRAS AND CHARGES AT SCHOOL'S DISCRETION

- The school may charge for some activities that are known as 'optional extras' and are described in detail in the DfE guidance, together with information on how these costs are calculated.
- 'Optional extras' include education and/or services provided outside school time that is not:
  - part of the national curriculum
  - part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - part of religious education
- In addition, optional extras also include:
  - examination entry fees where the pupil has not been prepared for the examination at the school
  - transport (unless it is required and approved by the Local Authority, to take a pupil to school or alternative educational provision)
  - board and lodging for a pupil on a residential visit
  - extended day services offered to pupils (e.g. breakfast clubs, after-school clubs, teas and supervised homework sessions).
- The DfE guidance lays out in detail how such costs are calculated and that any charge made must not exceed the cost of providing the 'optional extra' divided by the number of children involved in the activity.
- Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. Therefore parental agreement is a necessary pre-requisite where charges are to be made.

## **5. VOLUNTARY CONTRIBUTIONS**

- ***The school may, in certain circumstances, invite parents to make a voluntary contribution towards activities that are exempt from charging.***
- Where the school asks for voluntary contributions, it will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
- If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to the parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

## **6. RESIDENTIAL VISITS**

- Schools cannot charge for:
  - 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
  - supply teachers to cover the cost for those teachers who are absent from school accompanying pupils on a residential visits.
- Schools can however charge for:
  - board and lodging at the actual cost
- When the school informs parents about any planned visits, the school will ensure that they understand that those parents who are in receipt of certain benefits will be exempt from paying the cost of board and lodging.
- The school will follow the formula as laid out in the DfE guidance when calculating any charge that can be made.

## **7. NURSERY PROVISION:**

- The Hive Nursery at Princecroft School offers wrap around, all year round childcare for pre-school children aged from 3 years. National funding entitlements of 15 or 30 hours are available depending on eligibility and more details can be found here: [Early years and childcare - Wiltshire Council](#)
- Entitlement funding can be used flexibly within The Hive Nursery, to cover childcare costs within national scheme rules. Certain items are subject to additional charges, including, but not limited to:
  - Childcare hours in excess of entitlement
  - Snacks and meals
  - Trips
- All chargeable items will be invoiced at the start of the school term (6 times per year) as far as is practicable. Invoices are subject to payment by return, unless otherwise agreed.

**8. PUBLICATION OF POLICY:**

- This policy will be published on the school website and hard copies will also be available on request from the school office.

**9. REVIEW OF POLICY:**

- This policy will be reviewed every two years or earlier in the event of any changes.