

Leading Learning Trust – Charging and Remissions Policy

**Applies to: Selwyn Primary School
and Portway Primary School**

Date reviewed by FARM and recommended to the Trust Board for approval:	April 2021
Reviewed by:	Leadership team and FARM
Next review planned for:	April 2022
Policy ratified by Trustees (as per Scheme of Delegation):	tbc



**Leading
Learning Trust**



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1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS

1.1 Document history

Date	Document title	Version
1/11/16	Initial release as a Leading Learning Trust (Selwyn) document	1.0
05/10/17	Second version of policy produced and reviewed by the Trustees. Now a single Leading Learning Trust policy. No changes made from previous versions.	2.0
14/1/2020	Page 6. 2.5 Charges. Page 7. Music Tuition	3.0
10/03/2021	Fees table added	4.0
10/03/2021	Page 7 Pre-school information added	4.0

1.2 Review and approval

The Leading Learning Trust Trustees have overall responsibility for the policy.

The CEO is responsible for the operation of the policy within the schools, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed annually by the School Leadership Team. As it forms part of our Finance suite of policies, it is then reviewed by the FARM (Finance, Audit and Risk Management Committee), which makes any amends, and then recommends its approval to the Trust Board.



2 - THE POLICY

2.1 Introduction

This policy has been formulated in accordance with the Department for Education's guidance on Charging for School activities. The purpose of this document is to help the Head teachers and the Trustees of the Leading Learning Trust set out their policy on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools) are also required through their funding agreements to comply with this law.

Further information is given in "[A Guide to the Law for School Governors](#)" ([Chapter 23](#)) which accurately reflects the terms of the Education Act 1996, but is not a substitute for those terms.

Schools must ensure that they inform parents on low incomes and in receipt of state benefits of the support available to them when being asked for contributions towards the cost of school visits.

2.2 Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2.3 Responsibilities

The Trustees are responsible for determining the content of the policy and the Head teachers for its implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and the Local Governing Body.

The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Trustees aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Trustees endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of



pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

2.4 Prohibition of charges

The Trustees recognise that the legislation prohibits charges for the following:

- 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, 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; examination resit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip 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 trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

2.5 Charges

The Trustees reserve the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs (including a charge for resources used).
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.

*with the exception of beyond 15 hours for Early Years Foundation Stage (EYFS)



- Individual/Group vocal or instrumental tuition provided that the tuition is provided at the request of the pupils' parents. In such cases the charge will not exceed the cost of provision including the cost of the staff providing the tuition. Children looked after by a Local Authority (within the meaning of section 22(1) of the Children Act 1989) who wish to have instrumental tuition are entitled to free tuition.
- Breakages.
- Community facilities.
- Early years provision for unfilled places in nurseries over and above the Universal entitlement of 15 hours free early education in accordance with the Education (charges for early years provision) Regulations 2012.
- Late pupil collections. In order to cover the additional costs of staff time for staying with the children beyond their contracted hours, late collection fees will apply. It will operate to the following timetable from the end of the school day:

End of school day:

- School finishes at 3.00pm
- Teachers will remain in the playground or in classrooms until 3.10pm
- At 3.10pm children will be taken to the office for collection
- From 3.15pm a charge will be payable for each child remaining in the office

Activity Clubs:

- Clubs finishes at 4.15pm
- Staff will remain with the children until 4.25pm
- From 4.30pm a charge will be payable for each child remaining

After School Club:

- After School Club finishes at 6.00pm
- From 6.00pm a charge will be payable for each child remaining.

The late collection charge is £10 per child every fifteen minutes.

If parents repeatedly collect a child late from an activity club or our after school club, we reserve the right to discontinue offering the service.

If the child has not been collected after one hour from the end of the school day or after school activity and no contact has been made with the parent or arrangements agreed we will follow our Child Protection Procedures for uncollected children.



Portway Pre-School:

At Portway Pre-School we expect all families to agree an approximate time to collect their child from the nursery. We give families information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the nursery as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by such situations.
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time (15 minutes after their session has ended), we initiate the following procedure:

- The Assistant Head Teacher (AHT) for Early Years Foundation Stage (EYFS) will be informed that a child has not been collected
- The AHT will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the AHT will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records
- The AHT/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the AHT will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress, staff will distract, comfort and reassure the child during the process
- In order to provide this additional care a late fee of £10 per child will be charged to parents for every fifteen minutes [or part thereof]. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.



Reference should be made to Portway's Preschool Parent Contract Terms and Conditions, which all parents are required to sign.

2.6 Residential visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) and the cost will not exceed the actual cost of provision. See remissions (section 2.12) for further details.

2.7 Music tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

2.8 Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Head teacher in consultation the Finance Director may decide to make a charge for the repair and/or replacement. Each incident will be dealt with on its own merit and at their discretion.

2.9 Clothing

The uniform list provides the maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain best value. The school also has a stock of outgrown items which parents may have free of charge. The school will supply essential protective clothing when necessary e.g. safety goggles.



2.10 Voluntary contributions

The Local Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours, and
- any activity which takes place during school hours.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

2.12 Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). This is made clear in all correspondence in relation to these activities.

In other circumstances the Local Governing Body will invite parents to apply in confidence to the Head teacher for the remission of charges in part or full. The Head teacher in consultation with the Chair of Governors will make authorisation of remission.

2.13 Publication of information

This policy can be found on the schools' websites and hard copies are available from the school offices.



2.14 Review and amendments

This policy will be reviewed annually by the Leading Learning Trust FARM (Finance, Audit and Risk Management) Committee which may, from time to time recommend amendments to the categories for which a charge may be made. Any amendments will be approved by the Trust Board and adopted by the Local Governing Body.



2.15 Appendix A - Table of Fees 2020/21 (excludes lettings and hiring)

Current fees (VAT exempt)

	Amount	Frequency or when applicable	When charged	Payment made via
Breakfast Club	£2.00 (PPS)	Daily	Fortnightly in advance	Parentmail
	£1.00 (SEL)	Daily	Weekly	
After School Club	£12.00 (PPS)	Daily	Fortnightly in advance	Parentmail
Late collection fee	£10.00 (PPS)	Each 15 minute period (or part thereof) beyond collection time	At the time	Parentmail
Activity Clubs	Varies depending on the club. e.g. Street Dance £5	Weekly sessions	Fortnightly in advance	Parentmail
Nursery 3YO	£5.13 per hour	Per hour or part thereof, rounded up to the next ½ hour (beyond 15 hours)	Weekly	Parentmail
Nursery 2YO (Pre-School)	£5.87 per hour	Per hour or part thereof, rounded up to the next ½ hour (beyond 15 hours)	Weekly	Parentmail
Staff meals	£2.60	Daily	At the time	Parentmail