



# High Bank Junior, Infant & Nursery School

## Charges & Remissions Policy

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## 1. 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 be made.

## 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 449-462](#) 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 Chair of the Resources 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 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.

### 4.4 Parents

Parents 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.
- 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 has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing 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.
- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## 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 wishes him or her to own them Optional extras (see section 6.5).
- Music and vocal tuition, in limited circumstances (see section 6.6).
- 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 School Meals

School lunches are provided by Kirklees School Meals Service and current government legislation is that all EYFS and KS1 pupils are provided with a lunchtime meal free of charge, known as Universal Infant Free School Meals (UIFSM). This is different to Statutory Free School Meals (SFSM). KS2 pupils whose parents are in receipt of certain financial support are may be entitled to SFSM. All other KS2 pupils who wish to eat a school meal must pay for these in advance via ParentPay.

### 6.3 School Milk

Milk is available for all children in school but is not provided automatically; parents must confirm that their children require milk and if necessary, pay for it directly with the dairy, [Cool Milk](#)

- Payments required for milk for a child depend on their school year:

- If requested, milk is provided free of charge to children in any year who are in receipt of Statutory Free School Meals. It is a parent's responsibility to check eligibility by completing the online form via the [Kirklees website](#).
- For children in Reception/Early Years Foundation Stage (EYFS) milk can be provided free until the term in which the child has their 5th birthday if a parent request it. From that term onwards, parents/carers should order and pay for milk directly from Cool Milk.
- Terms are defined by the holiday dates of the school and any child whose 5th birthday is after the last day of the summer term is not required to pay for milk until Year 1.
- For children in Year 1 and Year 2 if milk is requested and the child is not entitled to SFSM, then parents/carers should order and pay for milk directly with Cool Milk regardless if the child is receiving UIFSM.
- For children in KS2 not entitled to SFSM, parents/carers should order and pay for milk directly with Cool Milk.

#### 6.4 Items Purchased Through School

The school may arrange for children to be photographed and offer parents the opportunity to buy these photos, there is never any obligation for parents to buy photographs of their child. Similarly, the school may arrange to supply commemorative items such as sweatshirts for children leaving the school at the end of Year 6. Again, there is no obligation for parents to purchase these items.

#### 6.5 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 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 (including breakfast club and some after-school clubs).

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.

#### 6.6 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.

#### 6.7 Residential Visits

- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
- Children who are entitled to Pupil Premium can receive support with the cost of board and lodging for residential visits. This subsidy is at the discretion of the Headteacher and must be notified to the Headteacher by the parent as soon as possible.
- Once a trip has been paid for, there will be no reimbursement for cancellation.
- Absentees on the day, if absence is due to extenuating circumstances, may only be refunded if the provider offers this.

### 7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School visits.
- Visitors into school for enrichment purposes.
- Sporting Events.
- 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 may be cancelled.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration will be given to reducing the voluntary contribution expected.

- School may request permission from parents to bid for a grant to support the family financially and ensure the pupil does not miss out on enrichment or experiences.
- Any shortfall may be met from the School Fund.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them.
- Contributions (e.g., from the Friends of High Bank) may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.
- If an activity cannot be funded without voluntary contributions it may be cancelled. The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges and will not exceed the cost of the optional extras divided by the number of pupils participating.

## 8. Activities we Charge for

The school will charge for the following activities:

- Breakfast Club.
- Some after school enrichment clubs.

## 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.

## 10. Debt Recovery

This section includes but is not limited to school lunches and breakfast club. In individual cases of hardship, the Headteacher may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply. High Bank is a cash free school. All payments are expected through ParentPay in advance.

### 10.1 School Lunches

The Following procedure will be followed:

- Reminders for payments are sent out weekly as accounts should be in credit.
- If payment or response from parent/carer has not been received within the following month, the arrears will be reported to the School Business Manager to discuss payment options.
- If payment or response from parent/carer has not been received within two months, the arrears will be reported to Kirklees who will then contact parents/carers. At this point the 'debt' becomes the Local Authority's responsibility and not schools.

## 10.2 School Breakfast Club

The Following procedure will be followed:

- Reminders for payments are sent out weekly as accounts should be in credit.
- If payment or response from parent/carer has not been received within the month, parents / carers will be contacted and asked to meet with the School Business Manager, in order to work towards a payment plan.
- If the payment plan is not adhered to due to financial hardship, parents/carers will be invited to discuss the possibility of school bidding for grants to further pupils in school so that breakfast club can continue to be provided.
- If the debt is outstanding once a pupil leaves the school recovery may be pursued through the small claims court. This decision is at the discretion of the Headteacher.

## 11. Community Facilities

School can hire out the facilities to raise additional monies for School Fund. Schools can charge for the use of the facilities and profit can be generated, provided it is spent on the purposes of the school and/or community facilities. Schools must follow their Local Authority's Financial Management Strategy. High Bank JIN School is governed by Kirklees Financial Handbook.

## 12. Monitoring & Review

The Headteacher monitors charges and remissions, and ensures these comply with this policy. The Resources and Finance Committee meet each term to monitor the use of monies, income, expenditure and budget forecasts. This policy will be reviewed by the School Business Manager annually. At every review, the policy will be approved by the Chair of Resources Committee and shared in the Resources Committee.