



## CHARGING AND REMISSIONS POLICY

Review Date	Reviewed Date	Reviewer (Who?)	Approved By Name and Date
October 2022	June 2022	Pay and Resources Committee	Management Committee 05.07.2022
June 2023	May 2023		Management Committee 16.05.2023

Minutes Reference	
Signature of Chair	

## **Statement of intent**

Perryfields Primary PRU 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.

During the PRU day of 9:00am to 2:30pm all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take children between PRU & the activity.

The key purpose of this policy is to ensure clarity over which the PRU will provide for and this where a charge may be levied. The Management Committee at Perryfields Primary PRU recognises the valuable contribution that the wide range of additional activities, including day and residential educational visits musical and theatrical performances, can make towards the children's personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum. The Management Committee aims to promote and provide such activities both as part of a broad, balanced and enriching curriculum for the pupils of the PRU and as additional optional activities. This policy sets out what we charge for, how we will try to make it manageable for parents and how we will help parents/carers with limited incomes.

Please note that while this policy may be more generous than the LA's, we have ensured it meets the requirements of the law.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

## 2. Charging for education

2.1 The Management Committee recognises 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 an essential part of the National Curriculum
- 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
- 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 provided in connection with an educational trip

2.2 When organising school trips or residential visits to enrich the curriculum and the educational experience of the children, Perryfields will not request any voluntary contributions from parents. These activities include:

- Farm visits
- Sports coaching or events
- Musical enrichment or visits
- Educational visits to museums etc.

2.3 The Management Committee reserves the right to make a charge in the following circumstances for activities organised by the PRU:

- Board and lodgings provided for children on residential visits
- Visit's front/to outside groups e.g. theatre companies, music groups
- Optional activities outside of the PRU day

2.4 Charges in Kind - where children participate in Food Technology activities the parents/carers may be asked for a nominal contribution towards such an activity, on the understanding that the finished product is taken home at the end of the PRU day.

2.5 The school will not charge for examination fees if:

- The examination is on the set list (SATS, Phonics Screening, Multiplication Tables Test).
- The examination is not on the set list, but the school arranged for the pupil to take it.

2.6 Voluntary Contributions - Nothing in this policy statement precludes the Management Committee from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils. The contribution will be voluntary and if the parent /carer is unable or unwilling to pay the charge the child will not be excluded from the activity. However, if sufficient funds are not received the activity may be cancelled. Parent/carers will be advised of this when the voluntary contribution is requested.

Under the provision of the 1996 Education Act no charge may be made for swimming if the activity takes place during PRU hours.

2.7 Breakages and damage to PRU Property - The Management Committee reserves the right to seek reparation from parents/carers where their children cause breakages or damage to personal property.

2.8 The school's Data Protection Policy and Privacy Notices set out where fees may be charged for the provision of information.

### **3. Remissions**

If a residential activity takes place largely during PRU time, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

However charges can be made for the board and lodging in these circumstances except for pupil whose parents are receiving:

• Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Headteacher.

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits and each claim will be judged on its own merits. When arranging such a chargeable activity or an activity where a voluntary contribution is requested (see below), the Management Committee will invite parents to apply in confidence via letter to the Headteacher for the remission of charges, in part or full. Where there is exceptional financial hardship in a family, the Management Committee will remit, in part or full, the cost of a PRU, class or group activity.

Authorisation of remissions will be made by the Headteacher in consultation with the Chair of Management Committee.