

# **ESSEX PRIMARY SCHOOL**

## **Charging and Remission Policy**

| Version | Author               | Date Issued    | Review Date    |
|---------|----------------------|----------------|----------------|
| 1       | Essex Primary School | July 2021      | July 2024      |
| 2       | Essex Primary School | September 2024 | September 2027 |

**Essex Primary School**  
**Charging and Remission Policy**

**Introduction**

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.

**Aim**

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

**Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Executive Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Head teacher and Chair of Governors.

The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, visits and residential experiences can make towards pupils' personal and social education.

The Governing Board aims 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 governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

**CHARGES AND PROCEDURES**

**Prohibition of Charges**

The Governing Body 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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 provided in connection with an educational trip.

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours including clubs.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Breakages/Theft/Loss/Damage of items/Equipment.
- Other charges.

The principles of best value will be applied when planning activities/visits that incur costs to the school and/or charges to parents.

### **1) Before School Club**

The before school club is run daily during term time by the school and its staff. There is a nominal charge of £1.50/day for the children attending this club. The school again makes no profit.

### **2) Residential Visits**

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

### **3) Breakages/Theft/Loss/Damage of items/Equipment**

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Executive Head Teacher in consultation with the Chair of the Governing Board may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Breakages and damage - Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.

All visitors to the school are responsible for their own public liability insurance cover. The school does not take responsibility for any damage done to their equipment whether accidental or malicious.

Specific Issues:

- The property and personal items of teachers and students are covered by the policy where loss or damage occurs as a result of loss or damage to the building.
- In respect of theft there must be evidence of forcible and violent entry to or exit from the

building. This means that property lost or mislaid or in the open (e.g. bicycles in an unlocked shed) is not covered.

- It is very common for staff and visitors to park their cars in school grounds. The school may make spaces available but they do not undertake the safety or security of the vehicles. Cars are parked on school grounds at the owner's risk. Essex Primary School does not accept liability for loss or damage to cars parked in school grounds.

#### **4) Other Charges**

The following charges have been agreed by Governors/Executive Head Teacher:

- Private Photocopying/Telephone Calls  
A charge of 10p per page for private photocopying and 10p per minute for telephone calls. For hard copies of data requested under the Freedom of Information act, a charge of 5p per black and white page and a charge of 10p per colour page will be made.
- Passports  
A charge of £20 pounds for signing each passport application. The application can only be signed by the Executive Head Teacher. Five working days' notice must be given.
- Home Office Letters  
A charge of £10 per Home Office letter (see Appendix 1) regardless of the number of children in the family. Five working days' notice must be given.
- Specialist Letters  
A charge of £50 for writing any specialist letters, e.g. letter to solicitor. The fee is paid through school ping or in exceptional cases by cash to office staff who will give the parent/carer a receipt.
- Lost / Damaged Reading/Library books  
A charge of £5 for a lost/damaged reading/library book.
- Staff ID card/school fob  
A charge of £10.00 to replace lost ID cards/school fobs. If you have been a victim of crime and have had your ID card stolen, a replacement will be provided free of charge.
- DBS Application  
A charge of £10, plus the cost of the DBS, is made for the administration processing of applying for a DBS certificate using the online Protocol Education service. E.g. For new musicians working with children on school music projects.

All charges above are paid through school ping or in exceptional cases by cash to office staff who will give the parent/carer a receipt. All school ping payments are transferred directly into the school account through WorldPay. All cash collected is stored in safe where a member of the BDI securities team to deposit into the school bank account.

#### **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

may have a limited stock of outgrown items which parents can have free of charge. The school will supply essential protective clothing when necessary, e.g. safety goggles, high visibility jackets, etc.

### **Income from Sales**

Some goods will be sold through the school with the intention of making a profit and thus raising money for the school or other charities. Goods in this category could include cake sales, items school children have made for school bazaar etc.

### **Voluntary Contributions**

The Governing Board may ask parents to make a voluntary contribution for the following:

- Activities and educational visits during school hours.
- Activities and educational visits which take place outside school hours

The responsibility for determining the level of voluntary contribution is delegated to the Executive Head Teacher. When organising school visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These are organised by teachers, who will attempt to negotiate reduced or free entry into places of interest, museums, etc. Coaches may sometimes need to be hired for these visits.

### **Calculating charges**

When charges are made for any activity/visit, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

### **REMISSIONS**

It is the school's practice to:

- Remit charges for some school activities to parents of children eligible for FSM.
- Look at individual cases where parents have been unable to give a donation.
- Agree how to fund shortfalls for activities.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Executive Head Teacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place. If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

In other circumstances the Governing Board 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 a decision on any authorisation of remission.

### **Review and amendments**

This policy will be reviewed annually by the Governing Board who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Board for ratification.

Appendix 1

[School Letter Head]

*Date*

To whom it may concern:

Re. [child's name] [date of birth]

This is to confirm that [child's name] was admitted to our school on the [date of admission] and left us on [date of leaving].

He/She had a full time place in our school and was registered from, [child's home address]

Yours faithfully,

*Cecilia Mojzes*  
*Executive Head Teacher*