

COPPICE PRIMARY SCHOOL

Charging and Remissions Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Jan 2025	Jan 2027	FGB	Governing Body	Carolynne Spencer

Coppice Primary School have chosen to adopt the London Borough of Redbridge policy

Aspire, Believe & Achieve











Policy last reviewed: April 2025
Policy written by: Claire Higbee & Clare Pike
Ratified by F&P: 30th April 2025

Introduction

Coppice Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Executive Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have associated costs and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy should be read in conjunction with the following document:

- Charging for school activities (DfE) – Guidance A.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

The Governing body

The Governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

The Governing body also has overall responsibility for monitoring the implementation of this policy.

The Executive Headteacher

The Executive Headteacher or Head of School is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive Headteacher or Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Executive Headteacher or Head of School of any concerns or queries regarding the charging and remissions policy.

School trips

Day trips – No charge will be levied in respect of day trips, although some trips may not take place unless some voluntary contributions are forthcoming.

Essential residential trips – For residential trips that are essential to the National curriculum, statutory religious education or in preparation for prescribed examinations, a charge will be levied for board, lodging and transportation.

Non-essential residential trips – For residential trips that are not essential to the National curriculum, statutory religious education or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied of the full cost of the trip.
- If the amount of school time on the trip is half or more of the total time of the trip a charge will be levied for board, lodging and transportation.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may have to cancel a trip. Parents will be informed if we have not received sufficient funds to cover the cost of the trip is advance of cancelling to give parents the opportunity to increase their voluntary contribution. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Cancelling of trips will be evaluated on a case by case basis depending on the individual organisations cancellation policies and notice periods.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Examination Entries

The school does not pay any examination fees.

Materials for Art, Craft and Design, and Design and Technology •

Pupils are not charged for materials for these subjects.

Music Charges

- Redbridge music service levies charges in respect of individual music tuition.
- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- Redbridge music service do not levy charges to parents in respect of singing tuition during the school day (Education Act)
- Remission of Redbridge music service fees is available when parents of pupils receive means test benefits.

Charges for administration

The school makes a charge for administration charges and reports required by parents/carers. All fees must be paid prior to request to a member of the office team who will issue a receipt.

Letters – A charge will be made for each letter written, eg Home office, solicitor.
Educational reports – A charge is made for completing and returning each educational report eg: Common transfer forms for independent schools.
Photocopying – Any photocopying that is requested by parents relating to their child, under the Freedom of information act will be charged at a rate per sheets for black and white or colour printing.

The following charges are payable:

Letters	£5.00 per letter
Signing passports	We do not offer this facility
Educational Reports	£10.00 per report

Black and white photocopying	15p per page
Colour photocopying	25p per page

These fees can be waivered or reduced at the discretion of the Executive Head Teacher.

Activities outside of school hours

- No charge will be levied for activities outside of school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- For all activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/loss of school property

- A charge will be levied in respect of wilful damages, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Head teacher or Head of School may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Executive Head teacher or Head of School may decide.

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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.

Activities this school charges for

The school will charge for the following activities:

- Breakfast club
- After school club
- Activity clubs
- Music tuition

For regular activities, the charges for each activity will be determined by the governing body and reviewed in annually. Parents will be informed of the charges for the coming year in September each year.

Remissions Policy

In some circumstances the school may not charge for items or activities that are chargeable. This will be at the discretion of the governing board and will depend on the activity in question.

- The Executive Head teacher/Finance Committee may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.
- The Executive Head teacher/Finance Committee, may decide not to levy charges in respect of a particular activity if they feel it is reasonable in the circumstances.

Disadvantage Subsidy (Pupil Premium) Funding

The Disadvantage Subsidy (25% reduction in costs) is allocated to pupils who are in receipt of pupil premium. This subsidy can be used towards the cost of any activities within school i.e. clubs, trips, music tuition, and can also be used towards the board and lodging costs of the annual residential trip (50%).

The Disadvantage Subsidy is available to eligible pupils for this current academic year.

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 school's 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

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008
- Or if a parent writes to the Executive Head teacher with other financial concerns
- **I**f the parent/carer of a pupil is in receipt of means tested benefits charges in respect of board and lodging and activities outside of school hours will be remitted in full.
- The Executive Head teacher and finance committee may remit in full or part, charges on respect of a pupil, if they feel it is reasonable in the circumstances.
- The Executive Head teacher and finance committee may decide not to levy charges in respect of a particular activity if they feel it is reasonable in the circumstances.

Equality Impact Assessment

Under the Equality Act 2010, we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Executive Head teacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy is to be ratified by the Governing Body of Coppice Primary School at the next Full Governing Body meeting.