Salisbury Manor Primary School
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Salisbury Manor

Charging and Remission Policy

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Date policy began	Jan 2020	Review period	2 years
Date of next review	Jan 2028	Owner	Bardhyl Velia
Type of policy	Statutory	Approval	LGB

1 Introduction

1.1 Salisbury Manor provides a free education for all our children.

1.2 We do not permit charges for admissions, education provided during school hours, or outside school hours, but constituting part of the syllabus. Nor do we charge for music tuition provided in the course of the curriculum that has not been voluntarily chosen by parents, or the entry of exams in normal circumstances.

1.3 There are occasions in which Salisbury Manor does charge for certain activities (not contained within 1.2) which contribute to the broad and balanced curriculum on offer. These are called 'optional extras'. 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.

1.4 Salisbury Manor is permitted to ask parents for voluntary contributions for the benefit of the school, which there is no obligation for a parent/carer to make.

2 Statutory framework and other guidance

2.1 This policy adheres to all guidance contained within:

2.2 DfE Guidance 'Charging for School Activities' 2018

2.3 Education Act 1996 (Sections 449-462) set out the law on charging for school activities in schools in England.

2.4 Paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

3 Links to other policies and practice

3.1 The Charging and Remission Policy should be read in conjunction with the following areas of School policy:

- Equal Opportunities Policy
- Educational Trips and Visits Policy
- Curriculum documentation

4 Principles

4.1 The following framework underpins the approach to Charging and Remissions:

- Open, transparent and fair
- Puts children's learning at the centre of every decision
- Does everything possible to remove barriers to learning related to parental circumstances.

5 Roles and responsibilities for Charging and Remissions Policy

All staff	Ensure this policy and practice is adhered to at all times.
Administrators	Manage day-to-day running of Arbor system
Local Governing Body	Considers all applications for remissions of charges through 'Supporting Achievement Fund'

6 Implementation

Optional Extras

6.1 Salisbury Manor may make a charge for the 'optional extras' listed in 6.2. In every case, the charge will cover the cost of the materials or service ONLY and will never include cover costs for staff involved in the delivery of the activities. In the case of trips and activities, the charge per pupil will always be calculated by dividing the total cost by the number of pupils participating (irrespective of whether certain pupils are unwilling or unable to pay).

6.2 Optional extras may include:

- Materials, books or equipment that the child will own (e.g., calculators, uniform, revision guides)
- Board and lodging on residential trips. This is with the exception of pupils whose parents are receiving: Universal Credit; income less than £7400 per year; Income Support; Income based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.
- Education outside school that is not part of a syllabus or for a prescribed public examination at school
- Individual or small group instrumental and vocal tuition, beyond what is normally offered as part of the curriculum
- In practical subjects, parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the final product
- After-school clubs and activities

6.3 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

6.4 Salisbury Manor Primary is permitted to ask parents for voluntary contributions for the benefit of the school. On these occasions, it is made explicit that the contributions are entirely voluntary and if insufficient funds are raised the activity will be cancelled and all monies returned. All pupils are treated equally in this regard, irrespective of whether their parent/carer has made a voluntary contribution or otherwise. Parents are under no obligation to make a voluntary contribution and is a parent is unable or unwilling to pay; their pupil is still given equal opportunity to participate.

6.5 Activities which take place mainly during the school day and which involve a cost (e.g., a theatre visit to the school, or a day visit to a museum) will only take place if voluntary contributions from parents/carers are sufficient to cover the cost, or the school is subsidising the activity.

Other Charges

6.6 Salisbury Manor reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.

6.7 Salisbury Manor reserves the right to recover part, or the whole cost, of lost or damaged items that are the property of the school e.g., library books.

6.8 In the case of 6.6 and 6.7 a letter will be issued by the finance department outlining the payments required.

6.9 In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity.

6.10 There is a fining system in place for frequent late pick-ups in Primary. If parents/carers collect their children after 3.45pm a charge of £1 per day is made. If parent/carers collect their children after 4.00pm then the children are added to the teatime club provision and charges are added for this child care.

Remissions

6.11 Requests for help from parents on income support or family credit will be considered and assistance provided within the limits of the school's budget. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.

6.12 The Local Governing Board may remit charges in full or in part to other parents after considering other specific hardship cases.

6.13 Applications for remissions outlined in 6.13 and 6.14 are to be made on a termly basis via the 'Supporting Achievement Fund' process.

Insurance

6.14 Any insurance costs will be included in charges made for trips or activities.

7 Payment mechanism

7.1 On enrolment at school, every family is issued with an Arbor account. All payments for activities within school are made through Arbor (e.g., clubs , voluntary school trips).