



## **Trefonen Primary School**

### **Charging and Remissions Policy - March 2025**

#### **1. Introduction**

Trefonen School 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.

#### **2. Legal Framework**

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- Children Act 1989
- 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) 'Governors' Handbook'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Bad Debt Policy
- Freedom of Information Policy
- Governance Framework

#### **3. Charging for Education**

We will not charge parents for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Provision of information within the scope of freedom of information. Please refer to the Freedom of Information Policy for further detail of charges.

#### 4. Optional Extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  1. Part of the national curriculum.
  2. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  3. Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Extended day services offered to pupils eg breakfast club or out of school provision (e.g. after-school clubs)

When calculating the cost of optional extras, our school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

Our school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

**IMPORTANT NOTE:**

Trefonen School does not currently provide a breakfast club or after-school childcare. This service is provided by the co-located provision 'Explorers at Trefonen'. Queries regarding the Charging and Remissions Policy for 'Explorers at Trefonen' should be directed to:

<https://www.explorersattrefonen.co.uk/>

## 5. Voluntary Contributions

We will, from time-to-time, we ask for voluntary contributions for offered 'education enhancement activities', such as special excursions/educational visits or visiting workshops. These activities are not part of our curriculum, but we offer them because they offer additional excitement, engagement and enhanced opportunities for learning for pupils.

If such an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity, if the activity goes ahead.

If insufficient voluntary contributions are raised to fund such an activity, and the school cannot fund it via another source (such as through our fantastic parents and friends association – FOTS), the activity will be cancelled and this will be made clear to parents.

## 6. Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum. No charge will be made in respect of a pupils who is a Looked After Child

## 7. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transport provided for an educational visit that is a required part of the curriculum (as opposed to an educational enhancement activity).

## 8. Education partly during School Hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

### 9. Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

### 10. Remissions

(Remissions - Parents or carer's who can prove they are in receipt of benefits that exempt from paying charges).

We have set aside a small fund to enable families in financial difficulty to request assistance with the costs of activities in order to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis and priority will be given to pupils eligible for Pupil Premium Funding (CLA, SGA, PLAC, FSM - Pupils eligible for to Free School Meals due to economic means testing).

If the full cost of the activity cannot be met through assistance funding and voluntary contributions, the activity will be cancelled.

To request assistance, parents should contact the school office.

### 11. School Fund Raising Events

From time to time we will invite you to participate in a school fund raising event such as a sponsored walk or a sponsored read. These activities are optional and it is for parents/carers to decide if they wish to participate.

#### **Document Detail**

*Approving body - Governors SPR Committee / Full Governors*

*Review schedule – Annual*

*Date of policy - March 25*

*Next Review due – March 26*