



Higher Bebington Junior School

Charging and Remissions Policy

Statement of Intent

Higher Bebington Junior School aims to provide a broad and varied range of experiences for all our pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development

Higher Bebington Junior School is an inclusive school committed to offering equality of opportunity to all pupils within the school 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.

HBJS aims to:

- Have robust, clear processes in place for charging and remissions;
- Clearly set out the types of activity that can be charged for and when charges will be made;
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Legislation

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. The Governing Body endorses the policy of the Wirral Local Authority with respect to charging for school activities. This policy is available from the school to all parents/carers.

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 Procedures Policy
- Debt Recovery Policy

Definition

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

Roles and Responsibilities

The Governing Body

- The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, and individual governor such as the Chair of Governors or the headteacher.
- The governing body also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the Assets Committee.
- Monitoring the implementation of this policy has been delegated to the Assets Committee.

Headteacher

- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charging for Education

The school will not charge 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 RE;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them;
- Optional extras;
- Music tuition (in certain circumstances);
- Provision of information within the scope of freedom of information.

Optional Extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not part of the national curriculum or part of RE curriculum;
- Transport, other than that required to take the pupil to school or to other premises where the LA 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, e.g. breakfast or out-of-school provision, externally provided clubs and activities.
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If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

The school will not charge in excess of the actual cost of providing the optional extra.

Educational Trips, Visits or Activities

All trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority (Circular 1/86). Staff organising such trips will be responsible to the Headteacher at all times who approves all non-hazardous or non-residential trips. School visits which involves hazardous or overnight stays will only take place with the approval of the Governing Body and Wirral Local Authority. Teachers organising such trips will be responsible to the headteacher at all times. No residential school visit will take place without the approval of the Wirral Local Authority.

Voluntary contributions towards the cost of educational trips, visits or activities within school

This policy confirms the right of the school to invite voluntary contributions towards the cost of educational trips, visits or activities within school-whether during or outside school hours. Contributions are calculated by taking the overall cost of trip, visit or activity and dividing it by the amount of pupils participating.

- The Governing Body cannot charge for activities undertaken during school hours in relation to the National Curriculum. Therefore, non-residential school trips, visits and activities are likely to be funded by the receipt of voluntary contributions.
- When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary.
- If sufficient voluntary contributions are not received, and the school cannot fund it via another source, the Headteacher may cancel the trip or make such changes to the organisation of the trip as they think necessary.
- There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.
- Parents will not be asked to contribute to meet the costs of adults accompanying the trips and visits or of those children whose parents are unwilling or unable to pay.
- No pupil 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.
- The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- The school will never charge more than the cost needed to provide the trip/visit/activity.
- For non-residential education trips, visits or activities no charge will be made for children in receipt of Free School Meals, children previously in receipt of Free School Meals (Ever6) and Children Looked After (CLA).

Residential Visits

- Parents/carers will be charged for the cost of board and lodgings on residential trips.
- The cost for transport and the additional activities that the children undertake whilst on the visit will be borne by the school and we will ask for voluntary contributions towards these.
- However, as stated above, if voluntary contributions made for charged activities and travel are not sufficient to enable a planned residential to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as they think necessary.
- For children in receipt of Free School Meals, children previously in receipt of Free School Meals (Ever6), Children Looked After (CLA) and children previously looked after (Post-CLA) costs will be met in full by the school.

The school also meets the cost of:

- Charges made by residential centres for the adults accompanying the residential visit;
- Supply teachers to cover for teachers accompanying pupils on visits;
- Material costs whilst at the residential centres.

Music Tuition

Instrumental and vocal music tuition is an 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.

At HBJS, no charge will be made if the music tuition is an essential part of the national curriculum. No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc. Wider Opportunities tuition currently takes place in Year 4 although this may be subject to change.

We will charge for all other instrumental requests by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and may vary depending on size of group, length of lesson and type of instrument. We give parents information about additional music tuition and costs at the start of each academic year.

No charge will be made for instrumental and vocal tuition within school hours for children currently in receipt of Free School Meals (FSM) or Children Looked After (CLA). Remission may be available for instrumental hire at the discretion of the Headteacher.

School Clubs and Extra Curricular Activities

As far as is possible, school will endeavour to provide as many clubs and extra-curricular activities as possible free of charge. However, particularly in cases where external companies and coaches are provided (e.g. sports clubs, science clubs etc.), parents will be requested to register their child individually to take part and individual payments are made by the parents/carers to the company.

No charge will be made for school clubs/extra-curricular activities for those children in receipt of Free School Meals (FSM) or Children Looked After (CLA).

School Milk

School milk is provided by Fresh Pastures School Milk. Parents purchase this directly from the company online. Pupils who receive a free school meal receive milk free of charge.

School Meals

School dinners are provided by Edsential Catering and meals cost £2.40 for pupils and £2.88 for staff (including VAT @ 20%). This is agreed annually by Governors. Pupils may be eligible for a daily free school meal if their parent/s or carer/s are in receipt of the following benefits:

- 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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(Information correct as at November 2021)

School meals may be given free of charge to staff and / or visitors at the discretion of the Headteacher.

Damaged 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. .

Remissions

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher. The school will make every effort to support at child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Headteacher.

Schedule of Rates

A "Schedule of Charges" will be compiled annually and agreed by the Governing Body. This will include any services provided by the school where a cost is incurred including music tuition and school lunches.

Lettings

Lettings are charged at the current rates as in the schedule of charges document.

This policy will be reviewed annually.