

**Nanpean Community Primary School**  
*Nurturing Children's Passion to Succeed*



**Charging and Remissions Policy**  
*Headteacher: Mr Nicholls*  
*Chair of Governors: Mrs Watts*

**Approved by Governors (Date): 2<sup>nd</sup> February, 2021**  
**Next Review (Date): January 2024**

## **Principles**

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. The school has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The school recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child will be excluded from any activity organised by the school because of the inability or unwillingness of their parents to pay such a contribution.

### **1. Optional visits wholly or mainly outside school hours.**

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs, where a separate contract is issued.

The visit will proceed only if all those who wish to go pay the full costs.

### **2. Visits wholly or mainly during school hours.**

It is the intention of the school to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

The visit will usually proceed only if all those who wish to go are willing to make a voluntary contribution. On some occasions money will be contributed towards the cost of the trip from the Fundraising or Class budget to reduce the overall cost and to cover the cost for those parents who wish their child to go but are unable or unwilling to make a voluntary contribution. The situation regarding this will be made clear in the initial letter sent to parents.

### **3. Board and lodging charges on residential visits.**

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

Where the parents are in receipt of

- 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 State Pension Credit

- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The board and lodging charges must be remitted, and this cost will have to be met from within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from our Fundraising budget (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place. This may lead to certain visits becoming unviable.

#### **4. Individual tuition in the playing of a musical instrument.**

It is not the intention of the school to charge for such tuition where it is provided by Nanpean schools' staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to parents of the pupils involved.

#### **5. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.**

It is the intention of the LEA to charge the full cost of the entry.

#### **6. Charges for ingredients, materials and equipment.**

The school is prepared to provide any ingredients, materials or equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, may be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

#### **7. Charges for breakages and fines.**

Nanpean School will ask parents to pay for damage to equipment or property caused by their child where this is caused by deliberate misuse or where inappropriate behaviour or not complying with the school rules has lead to such damage. Parents will not be asked to pay for accidental damage. Parents will however be asked to pay for the replacement of any school items lost at home whilst on loan from the school. For lost or deliberately damaged library books, the school will charge parents a fee of £2.50 to replace the book.

#### **The Governors' Policy.**

The school policy on remissions for board and lodging charges in the case of parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £14,155), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance reflects the statutory minimum.

#### **Summary of main points.**

1. Optional trips wholly or mainly outside of school hours will be charged at full cost.
2. Trips wholly or mainly during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.

3. Board and lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £14,155), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.
4. Individual tuition in the playing of a musical instrument by a teacher employed by the school in or out of school hours will not be charged for. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to pupils concerned.
5. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.
6. The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
7. The school may make charges for breakages and damage to property.
8. Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution.

#### **Links to other Policies.**

This Policy may need to be viewed in relation to our Debt Recovery Policy.

#### **Definitions.**

The most important definition concerns whether an activity takes place within, or out of, school hours. If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours.

Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

#### **Monitoring.**

This policy will be reviewed every three years, or more frequently if changes in charging procedures are introduced.

Date written: January 2021

Date Approved: 2<sup>nd</sup> February 2021

Date of Review: January 2024

## CHARGING POLICY

### MODEL LETTER FOR TRIPS MAINLY OUTSIDE OF SCHOOL TIME

Proposed Visit to ..... Date .....

I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £ and this includes the cost of travel, board, admissions and staffing charges.

The Education Act 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act namely:

It is not an activity required to fulfil any public examination requirement.

It is not an activity required to fulfil the national curriculum.

It is not an activity required to fulfil religious education.

As the school does not have the funds to cover the cost of travel / admission charges, I must ask all parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without financial support, I regret that the visit will not take place. I would be grateful if you could complete the tear off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

Yours sincerely

Mr M Nicholls  
Head teacher

Name of Trip & Date

Pupil's name:.....

I am willing/ not willing\* to pay in advance a payment of £.. for the above visit.

Signed ..... Dated .....

Please return to Nanpean School by..... *\*Delete as appropriate*

## Charging Policy-Model letter for requesting voluntary contributions for non residential trips mainly in school time

Proposed Visit to ..... Date .....

I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £... and this includes the cost of travel and admissions charges.

The Education Act 1996 allows the school to request a voluntary charge for these costs.

As the school does not have the funds to cover the cost of travel and admission charges, I must ask **all** parents to make a voluntary contribution to cover them. Should all the other parents of pupils wishing to go on the visit be willing to make a voluntary contribution, I will be writing to you again with a request for your contribution before making firm arrangements. Without financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear off slip below to indicate if you will make a voluntary contribution and return it to the school as soon as possible.

Yours sincerely

Mr M Nicholls  
Head teacher

Name of Trip & Date

Pupil's name:.....

I am willing/ not willing\* to make a voluntary contribution of £.. to cover the travel and admission costs involved.

Signed ..... Dated .....

Please return to Nanpean School by..... *\*Delete as appropriate*

## Charging Policy – Model Letter for Residential Trips Mainly in school Time

Proposed Visit to ..... Date .....

I am writing to let you know that we are planning a school visit which your child may be involved in. The visit is to the above mentioned place and will take place on the above dates. The estimated cost for each child is £ and this includes the cost of travel, board and admissions charges.

Section 457 of the Education Act 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings cost for this visit unless you receive one of these benefits: income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not receive working tax credit and has an annual income of less than £14155), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear off slip.

As the school does not have the funds to cover the cost of travel / admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs, involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

I would be grateful if you could complete the tear off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

Yours sincerely

Mr M Nicholls  
Head teacher

Name of Trip & Date

Pupil's name:.....

I am willing/ not willing\* to pay in advance the board and lodgings charge of £.. for the above visit.

I am / am not \* eligible for remission of the board and lodgings charge.

I am willing / not willing \* to make a voluntary contribution of £.. to cover the travel and admission costs involved.

Signed ..... Dated .....

Please return to Nanpean School by..... *\*Delete as appropriate*

## MODEL NOTIFICATION LETTER FOR NON-PAYMENT OF DINNERS

To the Parent/ Carer of [Child's Name]

[Date]

Dear [Parent/ Carer's Name],

### **Outstanding Dinner Money: [Child's Name]**

I am writing to inform you that there is currently an outstanding balance on your child's dinner account.

[Date/s dinners ordered] – [Number of dinners ordered] dinner ordered at £2.35 each.  
[Amount already paid if applicable] received by Nanpean School in payment.  
Amount owed to date – **[Amount Owed]**

We would like to remind you that payment must be made on a Monday for the rest of the week. School dinners cost £2.35 per day, or is free for children in Reception, Year 1 and Year 2 (Eden, Hendra and Prosper) classes, or for children in receipt of Free School Meals. Please send in the outstanding balance on Monday. Cheques must be made payable to Nanpean School.

Yours sincerely

Mr M Nicholls  
Head teacher



## MODEL SECOND LETTER FOR NON-PAYMENT OF DINNERS

[Name of Parent/ Carer]

[Address of Parent/ Carer]

[Date]

Dear [Parent/ Carer],

### Outstanding Dinner Money: [Child's Name]

I am writing to inform you that there is still an outstanding balance on your child's dinner account.

[Date/s dinners ordered] – [Number of dinners ordered] dinner ordered at £2.35 each.

Amount owed – **[total amount]**

We have received [any payment information if applicable], despite weekly reminders sent home with your child that payment for that week is outstanding.

This means that the total amount currently outstanding for school dinners is **[amount owed]**. If you feel this amount is incorrect and you can evidence that additional payments have been made and received by the school, please provide this to the Office for investigation.

This is an unacceptable amount to have outstanding and we expect payment to be made without delay. If payment is still not be made for this amount, our debt recovery procedure will be used. A copy of our Debt Recovery Policy is available from the school office on request.

[Should the total owed for dinners exceed £20, you will need to provide packed lunches for your child until this balance is cleared] OR [As the total owed currently exceeds £20, you will need to provide packed lunches for your child until this balance is cleared. Should a school meal be ordered before this amount is cleared, this order will be cancelled and you will be contacted and asked to bring in a packed lunch for your child]. Please note that it is your duty to provide lunch for your children. This can either be through payment of school meals or packed lunch.

You may want to consider whether your children would be eligible for Free School Meals. Enclosed with this letter is further information on the eligibility criteria for Free School Meals, how you go about applying for them and the additional benefits this funding could have for your children.

Yours sincerely

Mr M Nicholls  
Head teacher