

Tottenham Infant School



Charging & Remissions Policy

Member of staff responsible	Sian Mainwaring
Date of policy approval	July 2023
Review Date:	July 2025

1. Aim

Tottenham aims to deliver a balanced and carefully planned curriculum, which addresses the needs of our children. Although education provided during school hours must be free, it is recognised that certain educational activities require financial contributions from parents and carers. Without this valuable support our school would find it difficult to provide these additional opportunities to enhance our children's education.

Tottenham 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 and will not be made.
- Offer a range of activities and visits while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation and Guidance

This Charging and Remissions Policy informs staff, parents and carers about charging for school activities. It is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

4. Roles and Responsibilities

A. The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to an individual governor or the Head teacher.

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

The Governing Body delegates the day-to-day responsibility of the Charging and Remissions Policy to the Headteacher.

B. The Headteacher

The Headteacher is responsible for ensuring that staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

C. Staff

Staff are responsible for implementing the Charging and Remissions Policy consistently. Staff are also responsible for notifying the Headteacher of any specific circumstances that 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.

D. Parents and Carers

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. Where charges cannot be made

Tottenham Infant School cannot charge for:

A. Education

- i. Admission applications
- ii. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- iii. Education provided outside school hours if it is part of:
 - a. The National Curriculum.

- b. A syllabus for a prescribed public examination that the pupil is being prepared for at the School.
- c. Religious education.
- iv. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

B. Transport

- i. Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- ii. Transporting registered pupils to other premises where the Governing Body or the Local Authority has arranged for pupils to be educated
- iv. Transport provided in connection with an educational visit

6. Where charges can be made

Tottenham Infant School can charge for:

A. Education

- i. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- ii. Optional extras (see Section 6.B below)
- iii. Music and vocal tuition, in limited circumstances (see Section 6.C below)
- iv. Certain early years provision
- v. Community facilities

For the avoidance of doubt, charges to parents and carers will not exceed the total cost to the School.

B. Optional extras

The School is 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:

- i. Education provided outside of school time that is not part of:
 - a. The National Curriculum
 - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the School
 - c. Religious education
- ii. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School
- iii. Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority or the Governing Body has arranged for the pupil to be provided with education)
- iv. Extended day services offered to pupils (such as Breakfast Club, After School Clubs).

When calculating the cost of optional extras, an amount may be included in relation to:

- v. Any materials, books, instruments or equipment provided in connection with the optional extra.
- vi. The cost of buildings and accommodation.
- vii. Non-teaching staff.
- viii. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).
- ix. 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.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

C. Music tuition

The School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- i. If the teaching is an essential part of the National Curriculum.
- ii. For a pupil who is looked after by a local authority.

7. Voluntary contributions

As an exception to the requirements set out at Section 5 of this policy, the School is able to ask for voluntary contributions from parents and carers to

fund specialist curricular activities which would not otherwise be possible. The invitation to make voluntary contributions shall be set out in writing.

Some activities for which the School may ask parents and carers for voluntary contributions include:

- i. School trips
- ii. Sports activities

There is no obligation for parents and carers to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay (nor will parents who do not contribute be treated differently from those who do).

If the School is unable to raise enough funds for an activity or visit, then it will be cancelled. If a particular activity cannot take place without sufficient financial help from parents and carers, then this will be made clear in the information sent to them. All financial contributions will be refunded should an activity subsequently be cancelled.

Parents and carers will also be asked to make a contribution towards replacing damaged or lost school property where such damage or loss has been caused wilfully or negligently by their children.

Parents and carers have a right to know how each specialist curricular activity falling within the scope of Section 7 is funded.

The School will provide this information on written request.

8. Activities the School charges for

The School will charge for the following activities:

Breakfast Club

- Bookings can be made via the school office or email at office@tottenham.enfield.sch.uk
- Cost: £3.00 per child, per session.

After School Clubs Payment for After School Clubs is made directly to the provider.

- Please see info@superstarsport.co.uk

9. Payments

The School does not take any cash payments (unless in exceptional circumstances). All payments are made via Parent Pay: (<https://www.parentpay.com>). Please contact our Admin Officer (admin@tottenham.enfield.sch.uk) for more information.

10. Remissions

In some circumstances, the School may not charge for items or activities set out in Sections 6 and [8] of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

Further, the Head teacher reserves the right to make adjustments to charges based on individual circumstances and for those families in receipt of Pupil Premium funding.

11. Monitoring

The School's Office Manager monitors charges and remissions, and ensures that these comply with this policy.

This policy will be reviewed by the Governing Body every two years. The Governing Body shall also review the Lettings Policy, including any lettings charges levied by the School.

As part of every review, the policy will be approved by the Governing Body.

May 2023