Zaytouna Primary School Charging & Remissions September 2024

This policy is compliant with sections 449 - 462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England. The same provisions apply to our school by virtue of their Funding Agreement with the DfE.

The school will ensure that it informs parents and carers on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

Education

Charges cannot and will not be made for:

- An admission application to the school
- Education provided during school hours (school hours are defined as 50%, or more of the time spent on the activity), including the supply of any materials, books, instruments or other equipment
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Education provided outside of school time that is

- Not part of the National Curriculum
- Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Not part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport other than that which is required to take the pupil to the school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit

The cost of optional extras may include

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument where the tuition is an optional extra

It is the expectation that normally parents will contribute at least 75% of the costs which are deemed 'optional extras' excluding any recommended subsistence costs.

Normally parents will be expected to provide any food and drinks for pupils on a day trip. The school should make suitable arrangements for those pupils entitled to a free school meal.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential visit.

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

Voluntary contributions may be sought from parents in respect of school activities including non-curricular off-site visits. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It will also be made clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset the policy for allocating places on school visits.

Residential Visits

The school will not charge for:

- Education provided on any visit that takes place during school hours (if the number of sessions taken up by the visit is equal or greater than 50% of the number of half days spent on the visit it is deemed to be during school hours)
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

The school will charge for:

- Board and lodging and the charge will not exceed the actual cost

Remissions/Exemptions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14)
- The guarantee element of State Pension Credit
- Income related employment and support allowance

Music Tuition

Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Swimming
The school may ask for a voluntary contribution towards the cost of transport. No child will be excluded from swimming lessons if parents are unable to make a contribution.

Transport

Parents will not be charged for the cost of:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Trust has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational visit and which is incidental to education provided for which the school is not entitled to charge

Vandalism/Wilful Damage

An act of vandalism or wilful damage carried out by any pupil whilst attending a school trip will be dealt with under the Trust's Behaviour Policy and normally the cost of the damage will be pursued against the pupil.

Approving Trips

It is the Headteacher's responsibility to approve any trips.

However, in the following circumstances the Headteacherl **must** discuss proposed trips with the Trust Chairman and secure their approval:

- Any trip involving foreign travel
- Any trip costing the school in excess of £5,000
- Any trip requiring a parental contribution exceeding £100
- Any trip requiring an school contribution exceeding £100 per student
- Any non-curricular trip where at least 75% of the total cost, not including recommended subsistence, is not met by parental contribution
- Any trip which is likely to lead to public interest

Residential Recreational/Non-Curricular Trips

The school will not normally offer any residential trips which can be viewed as leisure/recreational during term time.

This does not affect day trips or residential trips (eg. ski trips) during the school holidays. Outward Bounds trips (and similar) are not viewed as recreational trips.

Appendix 1

Examples of Trips and how the Charging and Remissions Policy should be interpreted

A Year 6 day trip in term time to visit various London cultural attractions not directly related to a course.

We would normally expect parents to pay for at least 75% of the total cost of such a trip.

No child should be excluded simply because his/her parents were unwilling or unable to pay.

A Year 5 cultural trip to Paris during the Easter holidays.

This is not a curricular trip and it is not in term time. Therefore, it is appropriate to make a charge. Pupils who are exempt are required to pay for board and lodgings too as this is a non-curricular trip taking place outside of school hours.

A Year 4 curricular day trip to a museum in term time.

This is curricular trip in term time. You must not charge.

A Year 5 visit to a local national park in term time.

We would normally expect the school to pay for the cost of such a trip which can be viewed as contributing in a cost effective way to the pupils' wider education.

However, a request for a voluntary contribution could be made for this 'optional extra' to pay for transport.

No child should be excluded simply because his/her parents were unwilling or unable to pay.

Residential Outward Bounds trips during term time.

We believe these trips can be very beneficial for pupils. Therefore, we are committed to making such opportunities affordable.

We may charge for Outward Bounds trips, subject to the guidance in this policy.

Care must be taken to ensure that there are no charges for board and lodging for parents who demonstrate that they are exempt.