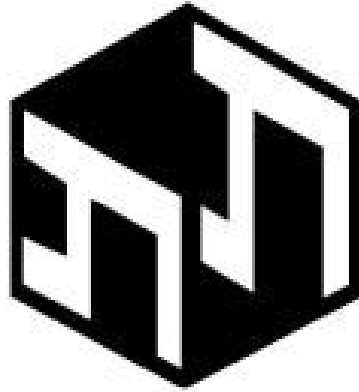


TORAH TEMIMAH PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

2022-2023

Approved by:	Michael Coleman	Date: 31/7/22
Last reviewed on:	31/7/22	
Next review due by:	31/7/23	
Delegated Approval Level:	Headteacher	

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	3
4. Roles and responsibilities	3
5. Where charges cannot be made	3
6. Where charges can be made	4
7. Voluntary contributions	5
8. Limmudei Kodesh contributions	6
9. School Security	6
10. Activities we charge for	6
11. Remissions	7
12. Monitoring arrangements	7

1. Aims

Our school 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 whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

The aim of this policy is to set out the circumstances in which charges will or will not be made for school activities and when charges may be waived. The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, some of these activities have an associated cost which the school is unable to meet from its normal operating budget, and which cannot be provided unless sufficient voluntary contributions are received or – for some activities – parents are charged for the cost.

The policy sets out what we charge for, how we will try to make it manageable for parents, and how we will help parents with limited incomes. Where 'parent' is referred to this will include carers and adults with responsibility for a pupil. We are very conscious that many families have several children in this and similar schools, and that even for some families who might not normally be regarded as having 'limited income', repeated requests from school for even quite modest sums can become a financial burden. We shall therefore always try to keep such requests to a minimum, and we shall always respond sensitively and with as much flexibility as possible to requests in confidence to the Headteacher to waive or reduce charges or requests for voluntary contributions.

2. Legislation and guidance

This policy 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's 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

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

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

4.3 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.

4.4 Parents

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

Below we set out what we **cannot** charge for:

5.1 Education

- › 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- › Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- › 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

5.2 Transport

- › Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- › Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- › Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- › Transport provided in connection with an educational visit

5.3 Residential visits

- › Education provided on any visit that takes place during school hours
- › Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Certain early years provision
- › Community facilities
- › Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- › Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

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

6.3 Music tuition

Schools 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:

- › If the teaching is an essential part of the National Curriculum
- › If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- › For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Voluntary contributions are requested to help with providing activities, even though they may be part of the normal school day (including Limmudei Kodesh) or part of the National Curriculum. The contribution requested will be voluntary and no child will be excluded from any activity on account of their parent being unable or unwilling to pay the full, or any, voluntary contribution. The level of contribution requested will always be as low as possible, and the school will always consider alternative sources of funding before requesting voluntary contributions, e.g. use of school budget, donations from the PTA, etc. However, if sufficient voluntary contributions are not received for some activities, the activity may be cancelled. Examples of such activities include:

- › visits to museums
- › outdoor adventure activities
- › swimming

- › tennis coaching
- › school trips, Lag B'Omer trip, etc
- › sporting activities which incur transport expenses
- › cooking and other practical activities in school
- › visits to school by special activity providers
- › special events in school incurring significant costs, e.g. at Chanukah

All sports, swimming and PE activities will be funded from the government's ring-fenced Primary School Sport & PE Grant up to the maximum possible level. We only request voluntary contributions for such activities if this source of funding has been exhausted.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Limmudei Kodesh contributions

Like all Jewish schools, we rely on financial contributions by parents to provide the Limmudei Kodesh curriculum of the school. Limmudei Kodesh contributions are classed as voluntary contributions and no child will be refused a place in the school or disadvantaged in any way as a result of parents' inability or unwillingness to make voluntary contributions in full or in part.

As a state-maintained Voluntary Aided school, we strive to keep the requested level of contributions as low as possible. However, Limmudei Kodesh contributions overall comprise an essential and very significant proportion of school income that enables Torah Temimah to continue to provide the staff, curriculum, resources and teaching that makes the school special, including Cheder on most Sundays, public holidays and many school holidays. The school's expectation is therefore that all families will appreciate the importance of Limmudei Kodesh and make contributions to the best of their ability. Where families have more than one child in the school, or where parents would experience hardship in making Limmudei Kodesh contributions, Governors are happy to discuss alternative arrangements in confidence.

9. School Security

The school's operating budget does not cover the high costs of providing robust security at the level required by schools such as ours. We are fortunate to receive a grant from the Government, via the CST, which helps to defray a substantial part of these costs. This Grant is agreed annually and could stop at any time. Even with this grant, there are additional costs which we need to pass on as a charge to parents to ensure that our site continues to be kept secure and safe. We strive to keep this charge as low as possible. The charge is calculated on a per-child (not per-family) basis but including a reduced charge for second and subsequent children from the same family who attend school.

10. Activities we charge for

The school will charge for the following activities:

- › materials used in Design & Technology if the child is expecting to take the finished product home
- › cookery ingredients if the child will take the result home
- › trips which are not part of the school curriculum or are outside the school day
- › voluntary clubs

The charge will not exceed the actual cost of providing the optional extra activity. Agreement for the charge will be obtained before the activity is provided.

Music tuition

11. Remissions

Governors may remit any charges for pupils who qualify for Free School Meals, or who qualify for the award of the Pupil Premium or Early Years Pupil Premium.

In addition, while expecting that all parents will support the school to their best ability, Governors do not wish any parent to experience genuine financial hardship as a result of making voluntary contributions or paying charges, and will consider sympathetically all requests for remissions from charges. In particular, Governors will consider very sympathetically requests for full or partial remissions from:

- Parents receiving state income benefits even if their household income exceeds the threshold to qualify for Free School Meals
- Parents with more than one child in the school
- Parents experiencing short-term financial difficulties as a result of unavoidable personal circumstances

Parents wishing to request a reduction or full remission of any charge should speak to the Headteacher in confidence. In some circumstances, the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

11.1 Remissions for residential visits

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

- 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)

12. Monitoring arrangements

The Inclusion Manager/School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Governing Board.