

# **Sibsey Free Primary School**

## **Charging and Remissions Policy**



Approved by:           Governing Body

Date:                    October 2023

Next review due by: October 2024

# **Sibsey Free School**

## **Charging and Remissions Policy**

### **Introduction**

The purpose of this policy is to ensure that there is clarity over those items which Sibsey Free School will provide free of charge, and those items for which there may be a charge.

When considering Charging for school activities, the school will follow the DfE Guidance May 2018 and also the Local Authority Guidance

### **Definition**

At Sibsey Free School, the school day is defined as: 8.45 am until 12.15 pm, and 1.15 pm until 3.15 pm. The midday break does not form part of the school day.

### **Objectives**

The objectives of the charging provisions outlined in the Education Act 1996 are summarised as follows.

- a. to maintain the right to a free school education;
- b. to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parent's ability or willingness to meet the costs;
- c. to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the LA, and schools, the discretion to charge for optional activities provided wholly or mainly out of school hours;
- d. to confirm the right of the LA, and schools 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 basic principle is that education provided by our school should be free if it takes place wholly or mainly during school hours. (The lunch hour is not considered to fall within school hours.)

It is the responsibility of the Governing body to review this policy annually.

The Governors of the School have delegated the responsibility for approving visits/activities taking place during the school day (or mainly within the school day) to the Headteacher. This includes the annual residential visit. If an alternative residential visit is arranged, the Governors will receive notification of this and give specific approval.

Approval for school visits is sought in accordance with the school's Educational Visits Policy and the Local Authority's 'EVOLVE' system. The correct systems must be completed and relevant approval gained before the visit takes place. A Risk Assessment for the visit must also be completed and must be attached to the request for approval of the visit.

### **Day Visits/Trips and Other Activities**

1. Parents/Carers may be invited to make a voluntary contribution towards the cost of a visit, or an activity e.g. swimming.
2. Requests for voluntary contributions will make it clear that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have agreed to the request. This will be made clear in the correspondence to the parents/carers.
3. If the visit or activity is mainly within school time (i.e. 50% or more) no child will be excluded because their parents/carers have not contributed.
4. The charges made to parents/carers will not exceed the actual cost of the activity or visit.
5. Parents wishing to make a voluntary contribution over and above the cost will be allowed to do so.
6. Parents/Carers will be informed in the correspondence that if insufficient voluntary contributions are available then the visit/activity may not take place.
7. Residential trips organised by the school which are mainly outside school time (50% or more) and not related to a statutory curriculum purpose, will be considered as an optional extra and the school may charge for participation

### **Residential Trips/Remissions**

The same criteria will apply to residential visits as applies to other visits, trips and activities.

For residential trips mainly out of school time and not related to a statutory curriculum purpose, a charge will be made for the full amount of the trip as such a trip is classed as an 'optional extra'. Voluntary contributions will not be requested, and the criteria below relating to 'Remissions' or other such benefits does not apply.

For residential trips mainly during school time (i.e. more than 50% of their total duration) the cost of accommodation and meals can be charged.

Where a parent is in receipt of prescribed benefits or allowances\*, then their child is entitled to free accommodation and meals, and the school will only be entitled to ask for voluntary contributions. All parents will be notified that if they are receiving such benefits they are entitled to claim remission.

For residential trips mainly in school time, voluntary contributions can be requested from all parents to help fund transport and other costs.

**\*Remissions:**

The prescribed benefits are currently:

- Universal Credit in prescribed circumstances.
- Income Support
- Income based Jobseekers Allowance
- 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 does not exceed a prescribed figure
- Working Tax Credit run-on
- Guaranteed element of State Pension Credit
- Income related employment and support allowance

**Charging Parents who assist on School Visits**

Parents assisting on school visits and activities will not be charged.

**After School Activities**

Charging for After School Clubs offered by outside sources will be at the discretion of that outside source.

After School Clubs offered by the School and run by school staff/staff employed by the school may incur a small charge per child, with the subscriptions received being used to fund the extended provision offer.

**General**

There are no centrally available funds to deal with "hardship cases" our school will need to finance these from our own resources irrespective as to whether the trip is deemed to be in or out of school time.

Under no circumstances will the School accept money from the parents/carers of a child with special educational needs to help provide for their child's support/education.

**Booking/Charging for Music Tuition**

Booking Music Tuition

As of September 2020, Lincolnshire Music Service have introduced a platform for booking and managing instrumental tuition called SpeedAdmin.

In order to book instrumental tuition, the parent/carer must register directly with SpeedAdmin using a link provided by the school.

<https://uklincsmusicservice.speedadmin.dk/registration#>

It is the responsibility of the parent/carer to submit accurate data for their child in order to receive lessons. Once registered, the pupil will be assigned an available tutor by LMS and the parent/carer notified of the relevant details by email.

Parents and schools will have direct access to individual lesson schedules, teacher details, missed lessons, and the ability to view the digital study plan between tutor and pupil.

### Paying for Lessons

Currently, Lincolnshire County Council Policy states that where individual instrumental or vocal tuition is over and above the requirements of the National Curriculum and/or an approved examination syllabus, and where this takes place during the school day and is subject to the request of the parent/carer, a charge may be made.

Subsidised lessons are available to pupils eligible for Free School Meals (50%) and Looked After and Previously Looked After Children (100%).

Lincolnshire Music Service are responsible for the processing of lesson payments.

Charges for lessons will be invoiced three times a year (autumn, spring & summer) direct to the parent/carer via the SpeedAdmin portal. It is the parents/carers responsibility to use the SpeedAdmin portal to access and pay invoices. Parents/Carers must pay in full before lessons commence.

Lesson times, cancellations and attendance will be managed through SpeedAdmin.

Queries will mostly be handled directly by LMS tutors or the LMS office. The school can assist in resolving parental queries by viewing information in the school portal.

LMS will only grant refunds where LMS cannot supply a lesson. Any such refund must be requested by parents/carers via email to [musicservice@lincolnshire.gov.uk](mailto:musicservice@lincolnshire.gov.uk).

Refunds will not be given for non-attendance of the student for any reason (this includes but is not limited to school trips, illness, forgetfulness) unless 4 weeks' notice has been given.

Full details can be found in 'Lincolnshire Music Service Instrument Lesson and Instrument Hire Terms and Conditions' which is available to view in the school office.

### **Charging Parents for Loss or Damage to School Property**

If the Headteacher and/or Governors feel it would be appropriate, Parents of a pupil who damages or loses any item of school property or equipment may be asked to pay a voluntary contribution towards the cost of repair or replacement of such items, where this is the result of a pupil's behaviour.

### **Income due to the local authority**

All income due to the local authority is identified and charged correctly in accordance with this policy which is reviewed annually.

### **Review**

This policy is reviewed annually

October 2023