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Policy on Charging and Remissions for School Activities

1. Review Procedures

This Policy has been compiled in line with Department for Children, Schools and Families advice and in accordance with sections 450-457 of the Education Act 1996 and will be reviewed on an annual basis by the Governing Body.

2. Aims

This Policy sets out the Betty Layward Primary School's attitude to charging, describes each type of activity that will be charged for and explains when charges will be made and will or may be remitted in full or in part.

3. Principles

Betty Layward Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- **Charges will not be made**
- **Charges will be made**
- **Charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasize their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

3.1 No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);





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- 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 the school's basic curriculum for religious education;
- 15 hours free entitlement for Early Education for 3 and 4 year old children, during school hours.
- Tuition for pupils learning to play musical instruments (or singing) 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;
- 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;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

3.2 Activities for which charges may be made

- **Fee-paying nursery places over and above the 15 hours free entitlement**

The Betty Layward Primary School now provides full time nursery places to 3 and 4 year old children with a charge for any additional hours used by the child, over and above the 15 hours free entitlement. Free entitlement places will be offered according to the schools admissions policy laid down by the Local Authority and the school will prioritize the offering of free entitlement places where children are eligible and on the school application list. Places that might otherwise be unfilled by following the admissions process, (e.g. when all eligible applicants have been offered), and before the termly census date, can be offered for a fee. The charge for additional hours used by the child and family is in line with the following:

- a. 'Top-up hours' may be offered to a child who already has a 15 hours free entitlement place at the nursery, where up to an additional 15 hour per week could be purchased, to facilitate a full time place at the nursery. This may occur only where a place is available, and where the school can accommodate additional full time children.
- b. Part-time fee-paying places for rising threes - (15 hours morning or afternoon), may be offered where the child will have their 3rd birthday, in that term but is not yet eligible for the Free Entitlement. E.g. a child whose 3rd birthday is on 7th September would be eligible for the 15 hours Free Entitlement, from the following January. However where there is an unfilled place they could pay for their 15 hours per week, and take up a place for the autumn term after their birthday e.g. from 7th September.

- **Activities outside school hours**

Non-residential activities (other than those listed in 3.1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).





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▪ **Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) will be entitled to a full remission of the board and lodging costs which can otherwise be imposed.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

▪ **Music tuition**

Music tuition for individuals or groups of up to 10 pupils

▪ **Public Examinations**

- a. The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- b. The Headteacher has the authority to charge for examination entries in certain circumstances
- c. The Headteacher is authorised to request payment for wasted examination fees

▪ **Loss and Damage to School Property**

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

3.3 Residential Visits

When any trip is arranged parents will be notified of the policy for allocating places

***Is a residential trip in or out of school time?**

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

3.4 It is the policy of Betty Layward Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for nursery places over and above the 15 hours free entitlement	A ‘place’ is considered as a 4 hours session either morning or afternoon, and will be offered with the expectation that families will commit to the purchase of that ‘place’ from start of the term (or half term where a child is admitted mid-way through the term) until the end of that term or until their free entitlement	





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	commences. Cost: £20 per session (£6/hr x 3hrs + £2/lunch hr)	
Charges will be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	E.g. a recorder – a charge to cover the cost of the recorder.	
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to 10 pupils Cost: £30 per term for 10 sessions for 2015-2016 Payment should be made at the beginning of the term	Remission for category A (see below) of £15 per term for 10 sessions for 2015-2016. So Cat A parents pay £15 for 10 lessons
Charges will be made for After Cool Club	Cost: £6 per day for 2015-2016 Payment should be made on either weekly or termly basis	Remission of £3 per day for category A (see below) for 2015-2016
Charges will be made for After School Clubs	Cost: £30 per term for 2015-2016 Payment should be made at the beginning of the term	Remission of £15 for category A (see below) and of £5 per sibling where 2 or more attend
Charges will be made for Breakfast Club	Cost: £2 per day for 2015-2016 Payment should be made at the beginning of the term	Remission of £1 per day for category A (see below) for 2015-2016
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Full remission for category A pupils (see below)
Loss and Damage to School Property	A charge to cover the cost of the lost / damaged school property	No

3.5 Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced





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charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of;

- 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 (as assessed by the Inland Revenue) does not exceed £16,190
- Guaranteed State Pension

The governing body recognizes its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school term so that parents can plan ahead
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Agreed by the Governing Body on

Signed Chair of Governing Body

