

Residential visits

We will not charge for:

- ◆ 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, 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 teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- ◆ 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 State Pension Credit
- ◆ Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit
- ◆ Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- ◆ Education partly during school hours

Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- ◆ 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 State Pension Credit
- ◆ Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- ◆ Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- ◆ Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

To request assistance, parents should contact the Headteacher in writing and email to headteacher@suffolks.enfield.sch.uk

The school runs a savings account system for parents should they wish to include themselves to pay for school trips, etc.

No Debt

The school has a no debt policy. Charges for dinners etc. will be made in advance via Parentpay *. Where a debt is incurred, families will be notified by telephone or a note will be sent home. Where a debt reaches the equivalent of 2 days dinner money a call will be made requesting immediate settlement. In the event of an unsatisfactory response a formal letter will be sent informing that immediate settlement is required and that no increase in debt will be permitted. No meals will be issued until the debt is cleared. All debt write-offs will be referred to the Governing body.

* Parentpay

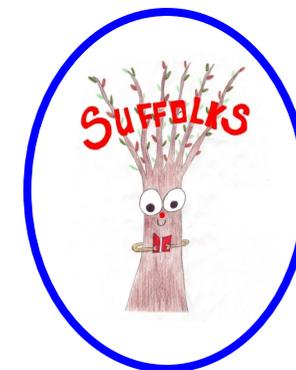
Please note that Parentpay charge a transaction fee for each individual payment. However please be advised of the following:

- ◆ *School Meal payment - transaction fee paid by LBE*
- ◆ *Suffolks TTC/BC and Yr 6 Residential trip - transaction fee paid for by the school*
- ◆ *All other activities - transaction fee will be paid for by parents.*



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SUFFOLKS PRIMARY SCHOOL



Charging and Remissions Policy



Adopted:	September 2018
Reviewed:	February 2020
Review Frequency:	Annually

Contents:

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Statement of intent

Suffolks Primary is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE. We promise:

Not to charge for education provided during school hours. To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- ◆ Education Act 1996
- ◆ The Charges for Music Tuition (England) Regulations 2007
- ◆ DfE (2018) 'Charging for School Activities'
- ◆ DfE (2019) 'Governance Handbook'

Charging for education

We will not charge parents for:

- ◆ Admission applications.
- ◆ Education provided during school hours.
- ◆ Education provided outside school hours if it is part of the national curriculum, part of religious education.
- ◆ Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- ◆ Optional extras
 - ⇒ Music and vocational tuition (in certain circumstances)
 - ⇒ Use of community facilities

Optional extras

We may charge parents for the following optional extras:

- ◆ Education provided outside of school time that is not:
 - ⇒ Part of the national curriculum.
 - ⇒ Transport, other than that arranged by the LA for the pupil to be provided with education
 - ⇒ Board and lodging for a pupil on a residential visit
 - ⇒ Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- ◆ Materials, books, instruments or equipment provided in relation to the optional extra
- ◆ The cost of buildings and accommodation
- ◆ The employment of non-teaching staff
- ◆ The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- ◆ The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Transport

We will not charge for:

- ◆ Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- ◆ Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.