



Rosh Pinah Primary School

Charging & Remissions Policy

Reviewed and Revised: February 2021

Due for ratification by Governing Body: July 2021

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 be made

Embrace inclusion. We aim to ensure that we promote the inclusion of all members of the school including children, parents, staff, governors and the local community according to Modern Orthodox Jewish practice. Our framework is based on suitable learning challenges, responding to each pupil's diverse learning needs and overcoming potential barriers to learning so that all stakeholders in all areas of school life can participate as fully as possible. The ethos of inclusion is a whole school policy and will therefore permeate all aspects of school life.

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 449-462 of which set out the law on charging for school activities in England.

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 Body

- The Governing Body has overall responsibility for approving the Charging and Remissions Policy
- The Governing Body also has overall responsibility for monitoring the implementation of this Policy.

4.2 School Business Manager

The School Business Manager 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 School Business Manager 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:

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
- Religious Education
- 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 Body 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit.

6. Where charges can be made:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early year's provision
- Community facilities.

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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

Rosh Pinah Giving (RPG)

The RPG is a voluntary contribution payable by parents in Reception to Year 6 Termly. The RPG covers the Jewish Studies provision, all security and also general running costs of the school not covered by Central Government.

The amount of the RPG is determined by the Rosh Pinah Trust and notified to parents by way of letter each term.

Year 5 Residential Shabbaton Weekend

Parents are required to meet the full cost of the residential visit other than in cases of extreme financial hardship agreed by the Headteacher.

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

Visits to or by a visiting theatre group

When visiting theatre groups come into school to enhance the curriculum, we will ask parents to make a contribution to the cost of such activities in the same way as we do when classes go on an outing. This is a voluntary contribution but if the income received does not meet the overall cost, such activities may have to be cancelled.

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.

Year 6 Residential Trip in school time

Parents are required to meet the full cost of the residential visit other than in cases of extreme financial hardship agreed by the Headteacher.

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

8. Services and Activities we charge for

The school will charge for the following services and activities:

School Lunch

The school has a kosher kitchen and all children eat a school lunch. For kashrut reasons no packed lunches are allowed to be brought into school. The cost of a school lunch is £3.10 from 1 January 2020-31 December 2020 and must be paid for in advance either half-termly or termly. Meals are charged every day without exception unless a child is absent from school sick for 10 days or more with a doctors certificate. This is not a voluntary contribution but a charge for services provided. The school operates a strict School Meals Debt Policy which is available on the website. The School reserves the right to offset monies held in credit against monies owed for meals.

Nursery Fees for Additional Services

All parents of Nursery children are entitled to 15 hours of free nursery provision. Rosh Pinah Nursery offer additional Jewish Studies sessions, which is charged on a termly basis. This additional charge also covers security.

Before and After School Clubs

The school runs a large range of before and after school clubs for which parents pay. The details of clubs are available on the website. Charges vary depending on the club.

Lost/damaged School equipment, books, etc.

Parents will be requested to replace lost/damaged stationery items at a cost of £2.50 each and lost/damaged library book at £6.

Breakages and damages to School buildings, furniture or property.

Wilful damage to school buildings or property by a pupil will be charged to parents by the school.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this Policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

10. Monitoring Arrangements

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