



Charging & Remissions

Policy updated by:	R Scowen
Reviewed by staff:	Oct 2022
Review due:	Oct 2023
Agreed by Headteacher:	N Anderson
Agreed by Resources Sub-committee:	



This page is left intentionally blank.



Introduction

This Charging and Remissions Policy sets out the activities the Primary PRU may charge a levy for.

1) Admissions

There is no charge for admissions.

2) PRU meals

There is no charge for children who are entitled to free PRU meals or infant free PRU meals. Pupils who are not entitled to free PRU meals will be charged a set amount per day (currently £2.35) decided by the Management Committee.

3) Public Examinations

There is no charge for examinations that are part of the curriculum and on the PRU's set examinations list, where children have been prepared for the examinations for the PRU. However, if the pupil fails without good reason to meet an examination requirement, the PRU may recover the fee incurred from that pupil's parents.

4) Activities that take place during PRU hours (this does not include the break in the middle of the PRU day)

There is no charge for activities during PRU hours with the exception of music tuition (**section 8**).

There is no charge for transport during PRU hours to PRU-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before the charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).



5) Activities that take place outside of PRU hours (non-residential)

There is no charge for activities that take place outside of PRU hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the PRU
- part of the PRU's basic curriculum for religious education.

Optional extras

The PRU will charge for optional extras which are:

- education provided outside of PRU time that is **not**:
 - part of the National Curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the PRU
 - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the PRU
- transport that is not taking the pupil to the PRU or to other premises where the local authority or Management Committee has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit.

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in an optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The PRU will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6) Activities that take place partly during PRU hours either on or off site

Where the majority of a non-residential activity takes place during PRU hours the charging of the activity will be the same as is outlined in **section 4**.



Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of PRU hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from the PRU accompanying pupils on a visit. In this case, the charging of the activity will be the same as is outlined in **section 5**.

7) Residential activities

The PRU will not charge for:

- education provided on any visit that takes place during PRU hours;
- education provided on any visit that takes place outside PRU 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 PRU, or part of religious education;
- supply teachers to cover for those teachers who are absent from the PRU accompanying pupils on a residential visit;
- travel costs where the residential activity is classed as being within PRU hours;
- residential activities that take place during PRU hours.

The PRU may charge for:

Board and lodging

When any visit has been organised by the PRU where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We may charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during PRU hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of PRU hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The PRU may charge for residential activities that fall **outside** of PRU hours (see section 5).



8) Music tuition within PRU hours

Leicester City Primary PRU follows government legislation that states that all education provided during PRU hours must be free; however, music lessons are an exception to this rule.

Charges may be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The PRU may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The PRU will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.

Leicester City Primary PRU is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within PRU hours will be remitted for pupils on free PRU meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9) Damage to property and breakages

Where PRU property has been wilfully damaged by a pupil the PRU may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the PRU has been charged, the PRU may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.



10) Remissions and concessions

The PRU will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free School meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of the Management Committee will authorise the remission of charges.

The PRU may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Management Committee and Headteacher.

11) Voluntary contributions

The Management Committee may ask for voluntary contributions to the PRU for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the PRU. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the PRU will in no way pressure parents to make a contribution.

12) Inability or unwillingness to pay

Leicester City Primary PRU is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.