

# **Burghfield Common Federation**

of

**Mrs Bland's Infant and Nursery School and Garland Junior School**

## **Charging & Remissions Policy**



**Policy Date: November 2023**

**Policy Review Date: November 2025**

## **Introduction**

The Governing Board recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, visits that support topics and themes being taught in class. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

## **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governing Board endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

### **1. Admissions**

There is no charge for admissions.

### **2. School meals**

There is no charge for children who are entitled to free school meals or universal infant free school meals (pupils in reception to Year Two). Nursery pupils are not currently eligible for universal free school meals so these pupils will be charged a set amount per meal decided by the Governing Board. Please see Nursery Admissions' Policy.

### **3. Public examinations**

Pupils at the Schools do not sit examinations and therefore there is no fee for these.

### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours except for music tuition (**section 8**).

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

There will be a charge for Nursery pupils who attend nursery sessions which are not covered by any of the government funding schemes. This is a set amount per session decided by the Governing Board. Please see Nursery Admissions' Policy.

### **We may charge for:**

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

## 5. Activities that take place outside of school hours (non-residential)

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

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school (this would usually only apply at the Schools if a child showed a particular talent in playing a musical instrument)
- part of the school's basic curriculum for religious education.

### Optional extras

The schools will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school e.g. a music exam
  - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- extended day services offered to pupils (e.g. breakfast club, after school club, nursery lunches etc).
- Theatre visits or enrichment visits which are not part of the National Curriculum.
- Clubs offered by third parties.
- Any club offered by the school which the parent can choose for their child to attend.

### The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the Finance and Resources Committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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.
- the costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The schools 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 school hours either on or off site**

Where most of a non-residential activity takes place during school 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 most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school 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 (these do not currently take place at the Schools)**

### **Activities**

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

## **8. Music tuition within school hours**

Mrs Blands & Garland follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will 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).

The schools 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 and, in the case of tuition in playing a musical instrument, shall not exceed four pupils) 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 schools will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

## **9. Extended services**

The Schools provide a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our schools to provide:

- Breakfast Club and After School Club
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

## **10. Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the schools are unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The schools reserve the right not to refund costs where a pupil is withdrawn from an activity by the schools because of a pupil's breach of the school's behaviour policy.

## **11. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the schools may charge those responsible for some or all the cost of repair or replacement.

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

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

## **12. Remissions and concessions**

The schools will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

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 headteachers will authorise the remission of charges.

The schools 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 governing board and headteacher.

### **13. Voluntary contributions**

The schools may ask for voluntary contributions to the school 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 schools. 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 schools will in no way pressure parents to contribute.

If there is a surplus or deficit, this will be added to or written off from the Main School Fund Account.

### **14. Charging in respect of requests for access to information**

The Governing Body has determined:

- to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998. This is £10.
- to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
- to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

See Appendix 1 for latest charges

## **15. Inability or unwillingness to pay**

The Schools are 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.

## **16. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures, which is available on the school website or from the school office.

## **APPENDIX 1**

### **Right of access under the Pupil Information Regulations**

Regulation 5 of the Pupil Information Regulations provides that the governing body must make a pupil's educational record available for inspection or provide a copy of the record within 15 school days of a parent's written request. The time for response includes any time taken to seek third party consent.

The school cannot charge to make the record available for inspection. Charges for copying the educational record are set by the governing body and must not exceed the cost of supply (regulation 5(3)).

The right is available to a parent within the meaning of section 576 of the Education Act 1996, that is, any person who has parental responsibility for the child or who has care of them. For more information, see Practice note, Parental responsibility for education.

The rights to access a pupil's personal data are essentially the same under both regulation 5 of the Pupil Information Regulations and section 7 of the DPA 1998, although not all of the pupil's personal data held by a school is contained in their educational record; for example, notes made by teachers for their own use or information provided by the parent of another child fall outside the scope of the definition. The principle difference is that the Pupil Information Regulations give specific rights to parents to access their child's educational record. By comparison, parents accessing their child's personal data under the DPA 1998 are exercising the child's right of subject access on the child's behalf. Therefore, the pupil cannot prevent a parent from accessing their educational record under the Pupil Information Regulations, as they could if they objected to their parent exercising this right under section 7 of the DPA 1998, assuming the child in question is sufficiently mature to make such a decision.

The House of Commons Library has published briefing paper on the rights of parents to receive information about their child's education (see Legal update, House of Commons publishes briefing paper on parental decision making and access to pupil records).

Pupil Information Regulations do not apply to non-maintained schools

The Pupil Information Regulations do not apply to non-maintained schools, such as academies (regulation 4, Pupil Information Regulations). Parents of children at non-maintained schools wishing to access information must therefore make a subject access request for information under the DPA 1998 (see Subject access requests under section 7 of the DPA 1998), or refer to:

- Annual written reports from the school (for example, those required by paragraph 24(1)(f) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)).
- Information on the school's website (for example, academies' funding agreements require certain information to be published on their websites, including on the school's curriculum provision and performance).



## Subject access requests under section 7 of the DPA 1998

The DPA 1998 applies to all personal data held by a school, including academies and independent schools. Under section 7, all data subjects are entitled to know what personal data is held about them and to receive a copy of it. The right is available to pupils, parents, staff and anyone else whose personal data is held by a school. For information about responding to a request from a member of school staff, see Practice note, Data subject access requests: employer's obligations.

Anyone with parental responsibility may make a subject access request in respect of their child.

However, if the child is aged 12 and over, their consent should be obtained before the school discloses their personal data to a parent, as this is the age at which a child is deemed able to make a subject access request for themselves (see ICO's Subject Access Code of Practice).

While the right to access information under the Pupil Information Regulations is limited to the information contained in the educational record, the right under section 7 extends to all personal data held about the data subject. This could include information contained in unfiled correspondence and even informal notes made by teachers. The time limit for providing information pursuant to a subject access request is 40 days. In practice, schools responding to requests under either regime will not distinguish between them and will disclose all the personal data relating to the child that they are able to find and extract.

The maximum fee that may be charged for a print copy of information, provided pursuant to a subject access request, is set out in the Data Protection (Subject Access) (Fees and Miscellaneous Provisions) Regulations 2000 (SI 2000/191):

Number of pages	Maximum fee		Number of pages	Maximum fee
1-19	£1		100-149	£10
20-29	£2		150-199	£15
30-39	£3		200-249	£20
40-49	£4		250-299	£25
50-59	£5		300-349	£30
60-69	£6		350-399	£35
70-79	£7		400-449	£40
80-89	£8		450-499	£45
90-99	£9		500+	£50

Number of pages Maximum fee

Any charges made for copying information supplied under the Pupil Information Regulations must not exceed the cost of supply (regulation 5(3)).

On 17 September 2012, the Information Commissioner's Office (ICO) issued a report giving schools practical advice on how to comply with the DPA 1998. The report sets out a series of recommendations to help schools meet their obligations under the DPA, each recommendation links to further information on the ICO's website. They cover areas such as:

- Fair processing.
- Security. Subject access requests.
- Data sharing.
- CCTV.
- Photographs.
- 

For more information, see Legal update, ICO report provides data protection advice to schools.

## **Exempt information**

### **Restrictions on disclosure of information**

Under regulation 5 of the Pupil Information Regulations, schools may refuse to disclose information to a parent in two circumstances:

- Where the school would have no right to disclose the information to the pupil under the DPA 1998.
- Where the pupil would not be entitled to see the information under section 7 of the DPA 1998 (see Practice note, Overview of UK data protection regime: Right of access) or any Order made under sections 30(2) or 38(1) of the DPA 1998. This includes correspondence which is legally Statutory Policy Privileged (see Practice note, Privilege: an overview), examination marks before publication, examination scripts and adoption records, to which a separate statutory regime applies.

The Secretary of State has made the Orders permitted under section 30 of the DPA 1998 and restricted access to educational records through the Data Protection (Subject Access Modification) (Education) Order 2000 (SI 2000/414) (Order).

The Order applies to educational records, as defined in Schedule 11 to the DPA 1998, which mirrors the definition contained in the Pupil Information Regulations. Schedule 11 defines educational record for England, and Wales, Scotland and Northern Ireland.

The Order prevents the disclosure of the following:

- Personal data processed by a court and consisting of information supplied in a report or other evidence given to the court in the course of proceedings to which the Magistrates' Courts (Children and Young Persons) Rules 1992, the Magistrates' Courts (Criminal Justice (Children)) Rules (Northern Ireland) 1999, the Act of Sederunt (Child Care and Maintenance Rules) 1997, the Children's Hearings (Scotland) Rules 1996 or the Children's Hearings (Scotland) Act 2011 (Rules of Procedure in Children's Hearings) Rules 2013 apply, where, in accordance with a provision of any of those Rules, the information may be withheld by the court in whole or in part from the data subject (regulation 4).
- Personal data where the disclosure would be likely to cause serious harm to the physical or mental health or condition of the data subject or any other person (regulation 5(1)).

- Information as to whether the data subject is or has been the subject of or may be at risk of child abuse if disclosure would not be in the best interests of that data subject, where the request is made by:
  1. someone with parental responsibility for the data subject concerned; or
  2. someone who has been appointed by a court to manage the affairs of the data subject because they cannot manage their own affairs (regulation 5(2)).

"Child abuse" includes physical injury (other than accidental injury) to, and physical and emotional neglect, ill-treatment and sexual abuse of, a child (paragraph 5(2), Order).

Challenges to decisions made under the Order can be brought under section 7 of the DPA 1998

---

**This policy will be reviewed in November 2025**