

Charging & Remissions Policy

Policy written by	Tom Mosely – School Business Manager
Statutory	Yes
Last Reviewed	11/01/2022
Review Period	Annual
Next Review	January 2023
Date agreed by Governing Body	25 th January 2022

INTRODUCTION

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. The governors endorse the guiding principles contained in the Act, in particular that no child should have its access to the curriculum limited by charges.

Aims

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair coherent system of charges within the constraints of the school budget.

BASIC PRINCIPLES

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and an examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

School can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- and music and vocal tuition, in limited circumstances (see page 4).
- community facilities

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.

VOLUNTARY CONTRIBUTIONS

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:

- School trips
- Enrichment activities

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.

MUSIC & VOCAL 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

TRANSPORT

School **will not** charge for:

- transporting registered pupils to or from the school premises where the local education 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/she has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

RESIDENTIAL VISITS

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

LETTINGS CHARGES

The Business Manager and Headteacher have the operational responsibility for agreeing any lettings of the school premises and facilities in line with the policy defined by the governing body.

The Business Manager is responsible for raising invoices for lettings on either a monthly or one-off basis. Lettings are charged using the rates agreed by the governing body.

BREAKAGES & DAMAGES

In cases of non-accidental damage to equipment or facilities the Head Teacher or School Business Manager, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

REMISSIONS

In order to remove financial barriers from disadvantaged students, 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 charge to families in particular circumstances. The main criteria for qualification for remissions is eligibility for free school meals. However, if a family requests assistance the school will endeavour to help out where possible within the limits of the school's budget. Complete confidence will be observed in all such matters.