



CHARGING & REMISSION POLICY

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Policy Owner:	Mrs L Riordan
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1. Aims

Our school aims to:

- ensure the right to a free education for all pupils
- enable equality of opportunity for all pupils to participate in school based/organised activities
- have robust, clear processes in place for charging and remissions
- determine which charges will be remitted for parents/carers
- ask for contributions from parents/carers towards the cost of identified activities
- clearly set out the types of activity that can be charged for and when charges will be made
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- ensure that individual responsibilities for the implementation of the charging policy are clear
- help determine budget allocation to ensure the above aims.

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 maintained schools 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 board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy has been delegated to the Pay & Finance Committee. Monitoring the implementation of this policy has been delegated to the Pay & Finance Committee.

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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

Below we set out what the school **cannot** charge for:

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 board 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

Below we set out what the school **can** charge for.

6.1 School Lunches

The expectation is that lunches will be booked and paid for in advance. The school may contact parents/carers should payment in arrears exceed £10 or more initially by text or telephone, and then by letter. If the debt is not cleared within 2 weeks then parents will be invited in for a discussion. The school will look to support parents/carers by signposting them to possible support if they are in financial hardship i.e. Free school meals/pupil premium funding, details of which are on the HCC website.

6.2 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

6.3 Optional extras

We are able to charge for activities known as ‘optional extras.’ In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Board and lodging for a pupil on a residential visit (e.g. Stubbington)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 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/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.

6.4 Music tuition

The school 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

6.5 Residential visits

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

6.6 School Performances

When school performances occur additional production costs, a small charge may be levied.

6.7 School Photos

A charge may be levied to cover time and materials involved in the taking, development and distribution of school photos.

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 which would not otherwise be possible.

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

- Swimming
- Non-residential school trips
- Curriculum based workshops e.g. external science dome
- Enrichment activities e.g. external drama group
- Sporting activities which require transport expenses
- Experts in school e.g. sporting, arts etc.

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.

8. Activities this school charges for

The school will charge for the following activities:

- **Breakfast club and after school clubs**
The School will charge parents for these services, out of school hours, and the charges for each activity will be determined by the Governing Body on an annual basis.
- **Lettings**
The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Pay & Finance Committee.
- **Extra-curricular**
Activities run by external providers will set and collect their own charges.

- **Breakages, damages & loss**

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, 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. The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

- **Other charges**

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such goods and services e.g. photocopying and badges.

For regular activities, the charges for each activity will be determined by the governing board and reviewed and parents will be informed of the charges for the coming year in advance.

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 board and will depend on the activity in question.

9.1 Remissions for residential visits

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium*.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- Income Support
- income-based Job Seekers' Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit – provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

10. Refunds of voluntary contributions

If a child is unable to take part in an activity for which a voluntary contribution has been made, the parent or carer may request a refund of monies paid **if the costs are recoverable by the school**. A pro forma is provided for this, attached as Appendix A.

11. Monitoring arrangements

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

This policy will be reviewed by the Pay and Finance Committee every year. At every review, the policy will be approved by Head teacher and the Chair of Governors.



Appendix A

Castle Hill Primary School Request for return of voluntary contribution

If a child is unable to take part in an activity for which a voluntary contribution has been made, the parent or carer may request a refund of monies paid **if the costs are recoverable by the school.**

I would like to request the return of my voluntary contribution for
.....(please state activity).

The reason my child did not take part in the activity is
.....
.....
.....
.....

Signed(Parent / Carer)

Child's name

Child's class.....

Approved by Headteacher

Date.....