



Educational Diversity

Charging and Remissions policy

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1. Aims and Objectives

At Educational Diversity our intention is to be a fully inclusive school which does not allow the cost of participation to be a barrier to student engagement.

We will strive to ensure that all activities undertaken or offered will be free at point of use for all of our students, regardless of income. We recognise that activities we undertake are designed to support our learners to develop confidence and build resilience.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the limited instances which could incur charges in addition to types of activity where charges cannot be made.

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 to 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 Management Committee

The Management Committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee member or the headteacher.

The Management Committee also has overall responsibility for monitoring the implementation of this policy.

4.2 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

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 support and guidance in relation to this policy and its implementation.

4.4 Parents/ Carers

Parents/Carers 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 to Parents / Carers

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

5.1 Education

- 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 School, Management Committee or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when a pupil 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 Residential visit that takes place during school hours
- Education provided on any Residential 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where Charges can be Made to Parents / Carers

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment requested by a parent or carer over and above our offering.
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

6.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, Educational Diversity 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
- Transport (other than transport that is required to take the pupil to school or to other premises where the School, 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
- 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
- Teaching/Support 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/support 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

7. Voluntary Contributions

In some extraordinary circumstances it may be it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible a review will take place by senior leaders which may result in the activity being cancelled.

The charge must not exceed the actual cost.

Where an activity does not proceed the Voluntary contributions will be returned.

8. Remissions

In some circumstances, the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the Headteacher/Management Committee and will depend on the activity in question.

9. Damage

Where a pupil damages school property in anything other than an accidental manner the school may look to recover part or all of the repair/replacement costs from the pupil's parents/carers.

10. Personal Possessions

School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

11. Monitoring Arrangements

The Head teacher with support from our School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed on an annual basis by the Head Teacher