

Moat Hall Primary School



Charging and Remissions Policy

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was agreed by the Governing Body on September 2019

It is due for review on September 2020

Signature Date

Head Teacher

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will 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 449-462 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 the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

5. Guidelines

5.1 Education provided for the pupils of Moat Hall Primary School should be free if:-

(a) it takes place wholly or mainly during school hours and on school premises;

(b) it is outside school hours but is required in the syllabuses in prescribed public examinations, or is part of the National Curriculum, or is part of the statutory religious education.

5.2 At Moat Hall Primary School, we aim to promote and provide such activities both as part of a broad and balanced curriculum for pupils of the school and as optional extras.

The Governing Body intends to charge parents the full cost of the following areas of activities:-

(a) Residential visits - in all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is applicable (see paragraph 8).

(b) costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours;

(c) activities which take place wholly or mainly outside but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education;

(d) the cost of entering a pupil for a public examination not prescribed in regulations;

(e) re-sits for public examinations.

6. Voluntary Contributions

The governing body will request parents to make voluntary contributions to support school activities whether during or after school hours, residential or non-residential.

6.1 There is no obligation for parents to contribute and no pupil whose parents are unwilling or unable to pay will be discriminated against on this account and will not be excluded from an activity. Where a parent is unwilling or unable to make the full contribution that is suggested by the school a lesser contribution may be negotiated to ensure some contribution is made towards the cost. Making a lesser contribution will not influence the nature of the activity for the individual child.

6.2 Where the level of voluntary contributions falls short of the actual cost the shortfall may be met from the budget or fundraising at the Headteacher's discretion up to the rate of 10% of the overall cost for activities up to and no more than £200. However, where there are not enough voluntary contributions, and there is no way to make up the shortfall, then the activity may be cancelled. The possibility of the activity/visit being cancelled should be made clear in the information sent to parents.

6.3 Education outside school hours may be charged where they are defined as optional extras. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

6.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

6.5 A contribution from the budget towards any optional extras will be at the discretion of the Head Teacher.

6.6 Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils

wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

6.7 In calculating the cost of optional extras an amount may be included in relation to:-

- (a) a proportion of coach fare;
- (b) the cost of insurance;
- (c) board and lodgings;
- (d) materials and equipment;
- (e) non-teaching staff costs;
- (f) entrance costs to museums, castles, theatres, etc;
- (g) any costs of engaging staff specifically for the purpose of providing the activity.

7. Loss of, damage to or breakage of school property

Loss of, damage to or breakage of school property, e.g. books, furniture, equipment, windows, fabric of the building etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the School.

8. Other charges -

The School may levy a charge for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report, school policies, subject access requests, freedom of information requests etc.

9. Remissions

Section 110 of the Act requires that pupils who are eligible for free school meals may not be charged for board and lodging for participation in a residential visit which forms part of the syllabus for a prescribed public examination or is provided specifically to fulfil statutory duties under the national curriculum.

Pupils in receipt of Pupil Premium may not be charged for board and lodging for participation in a residential visit organised by the school, e.g. Standon Bowers.

10. Activities arranged by third parties

None of the provisions of the policy will apply in those instances where a third party levies a charge direct on parents in return for services provided in accordance with the terms of Section 118(4) of the Act.

11. Conclusion

The Charging and Remission Policy of the school maintains the right to free school education and encourages the maintenance of valuable optional provision.

11. Monitoring arrangements

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Jane King every year. At every review, the policy will be approved by the governing board.