

Charging & Remissions Policy

Reviewed By: Headteacher Date: September 2021

Ratified By: Governing Board Date: April 2023

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# Introduction

This policy has been formulated in accordance with the Local Authority’s guidance on: Charging for School Activities and Lettings Arrangements.

## 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 and will not 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

## Legislation & Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449 to 462 of which set out the law on charging for school activities in England.

It’s also based on guidance from the DfE on [statutory policies for schools and academy trusts](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts).

## Definitions

* **Charge**: a fee payable for specifically defined activities
* **Remission**: the cancellation of a charge which would normally be payable

# Review and responsibilities

This policy is subject to annual review by the Headteacher in April but also amended where necessary during the year in response to developments in the school and local area. Although many aspects will be informed by legislation and regulations, the Governing Body of the School is responsible for approving the content of the policy and the Headteacher for its implementation.

## The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy.

The governing board also has overall responsibility for monitoring the implementation of this policy, but has delegated this to the headteacher.

## The Headteacher

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

## 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 appropriate training in relation to this policy and its implementation.

## Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

* + - * Admission applications
			* Education provided during school hours, including the supply of any materials, books 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 if the tuition is required as 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.
			* Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
			* Examination resit(s) if the pupil is being prepared for the resit(s) at the school.
			* Education provided on any trip that takes place during school hours.
			* Education provided on any trip that takes place 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.
			* Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
			* 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 education authority has arranged for pupils to be educated.
			* Transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school
			* Transport provided in connection with an educational trip.

## Approved Charges

The Governing Board has approved charges for:

1. Board and lodging on residential visits (not to exceed the costs)
2. The proportionate costs for an individual child to participate in activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for:
	* 1. Travel
		2. Materials and equipment
		3. Non-teaching staff costs
		4. Entrance fees
		5. Insurance costs
3. Music tuition (vocal or instrumental) provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupils’ parents and is additional to the requirements of the National Curriculum. Charges will not be made:
	1. for pupils who are looked after by a local authority.
	2. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
4. Breakages and replacements as a result of damages caused wilfully or negligently by pupils, not to exceed the cost of like-for-like replacement
5. Extra-curricular activities and school clubs

## Remissions

The following remissions are applicable to each charge:

* Children entitled to Pupil Premium, in addition to having a free school lunch entitlement, may also be entitled to remission of charges for board and lodging costs during residential school trips.
* In addition, children who qualify for remission of board and lodgings on residential trips will be considered for remission of charges to categories b-e below (Voluntary Contributions). This will depend on each family’s individual circumstances and will be at the discretion of the Headteacher. The Headteacher will report remissions to governors.

## Voluntary Contributions

As an exception to the requirements set out in ***APPROVED CHARGES***, 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:

1. Transport costs
2. Entrance fees
3. Visits to the school by performers and artists
4. Visits to the school for curriculum enhancement
5. Extra resources for special events, eg. Cookery
6. Celebrations

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. However, where the school is unable to raise enough funds for an activity or visit then it may be cancelled at the discretion of the headteacher.

The terms of any request for Voluntary Contributions made to parents will specify that the payment of the charge is an indicative voluntary contribution only and in no way represents a compulsory charge. All correspondence to parents will make it clear that:

* The payment is genuinely voluntary – the parent is under no obligation to pay
* Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

## How will this policy be communicated?

This policy must be accessible to and understood by all stakeholders. It will be communicated in the following ways:

* Posted on the school website.
* Available on the internal staff network/drive.