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## **CHARGING AND REMISSIONS POLICY**

APPROVED BY FGB September 2023

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### **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 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. It's also based on guidance from the DfE on [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

## **Roles and responsibilities**

### **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 and the responsibility for approving the charging and remissions policy.

Monitoring the implementation of this policy has been delegated to the finance committee.

### **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.

## **Where charges cannot be made**

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

## **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:
  - (i) The National Curriculum
  - (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - (iii) 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

## **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

## **Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided outside of school time that is not part of:
  - (i) The National Curriculum
  - (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - (iii) Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## **Where charges can be made**

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

### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### **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:
  - (i) The National Curriculum
  - (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - (iii) 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.

### **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

### **Residential visits**

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

### **Voluntary contributions**

As an exception to the requirements set out in 'Where charges cannot be made' section of this policy, the school is able to ask for voluntary

contributions from parents to fund activities which would not otherwise be possible.

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. It is at the headteacher's discretion if there is an exemption to a payment. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we may allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school will provide this information on request.

Some activities for which the school may ask parents for voluntary contributions include [but is not exhaustive]:

- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses ;
- Outdoor adventure activities;
- Visits to theatres and museums;
- Musical or theatrical events.

**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.

The school organises swimming lessons. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to help towards the costs of the swimming teachers at the

local swimming baths. Children who do not pay this contribution are still taken swimming. We inform parents when these lessons are to take place.

### **Activities we charge for**

Currently, we do not charge for any regular activities.

Our sports clubs run before or after school – these are funded through the School Sports ring-fenced money.

We do not run our own wrap-around care. Parents can choose to use and pay for the private wrap-around care provider onsite, or any other provider.

### **Remissions**

In some circumstances, the school may not charge for items or activities set out in 'Where charges can be made' and 'Activities we charge for' sections of this policy.

This will be at the discretion of the governing board and will depend on the activity in question.

### **Remissions for residential visits**

Some parents who are in receipt of current free school meals or low income may be offered a reduced or no charge at the head teacher's discretion.

### **Monitoring arrangements**

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

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the governing board.