



# School Policy Document

## Charging and Remission Policy

**Date Adopted by Full Governing board:** 17 October 2019

**Last reviewed on:** 17 October 2019

**Next review due by:** 31 October 2020

## 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

### The governing body

The governing body 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 Finance and Resources Committee.

### 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

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.

### 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**:

### 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

### 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 body or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

### 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 or statutory 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**.

### 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
- Certain early years provision
- Community facilities

### 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:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body 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.

If a surplus occurs (e.g. through an unexpected discount, money back for poor service) this is returned to the same year group through money back or reduced rates on the next trip.

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.

Parents/carers of a pupil who are in receipt of state benefits which would entitle their child to receive free school meals will not be asked to make voluntary contributions. Pupil Premium funding can be used to cover the cost.

#### 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

#### Residential visits

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

## 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 during school hours which would not otherwise be possible.

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

- School trips, which enrich the curriculum and educational experience of the children
- Theatre group performances
- Curriculum themed days, such as History off the Page

**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:

### School Property

Parents may be charged an appropriate amount if school property is damaged or lost by pupils or parents. This is at the discretion of the Headteacher.

### Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act' will be charged at 10p per sheet and 20p for any colour printing.

### Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent/carer (e.g. mid-year pupil progress report for solicitors, private schools, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Finance and Resources Committee. This rate will include a cost for staff time to sort and collate the relevant information (not less than £5 per hour) as well as photocopying charges (not less than 10p per sheet) and postage

Any letters requested by parent/carers for proof of a child's attendance at school (e.g. letter for the UK Border Agency, Foreign Embassies etc) will be charged for at a cost of £5 per letter

### Transport

On occasions the school may ask parents to help cover the costs of transport arrangements to take pupils to and from extracurricular activities, for example, sporting events, competitions etc.

### Letting of Community Facilities

Covered in the School Lettings Policy

### Extended School Provision

Extended provision by external providers, such as Breakfast/After School Clubs, Sports Clubs etc., will make their own charging arrangements

The governing body will review the costs for regular activities, such as music and residential trips on an annual basis.

## **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.

### Remissions for residential visits

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

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

### Music Tuition

Parents/carers of a pupil who are in receipt of state benefits which would entitle their child to receive free school meals will offered a reduced amount for their child/children to learn to play an instrument with lessons provided by a peripatetic music teacher. This discounted amount will be reviewed by the governing body annually and may be subject to change

## **10. Monitoring arrangements**

The Headteacher, School Business/Office Managers monitor charges and remissions, and ensures they comply with this policy.

This policy will be reviewed by the governing body annually.