

## Charging and Remissions Policy

<b>Date established by governing body</b>
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Spring Term 2023
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<b>Date for full implementation</b>
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Immediately
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<b>Date for review</b>
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Spring Term 2024
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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 is 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

### Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

### Roles and responsibilities of governors, headteacher, staff and parents

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 body also has overall responsibility for monitoring the implementation of this policy.

Headteacher:

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

## Charging and Remissions Policy

### Staff:

Staff are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### Parents:

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

## Charges

We will not charge for:

- 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 or 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
- 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
- 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 or religious education
- Supply teachers, covering for teachers who are absent from school or accompanying pupils on a residential visit

We may charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes for him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)

## Charging and Remissions Policy

- 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

We may charge for activities known as 'optional extras'. In these cases, schools can charge for the provision of 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 or 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 will not 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.

## **Charging and Remissions Policy**

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 will not be made for music tuition if the teaching is an essential part of the National Curriculum or for a pupil who is looked after by a local authority.

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

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board or headteacher and will depend on the activity in question.

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
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### **School Minibus**

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

## **Charging and Remissions Policy**

### **Voluntary Contributions**

As an exception to the requirements set out above, the school may ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible, such as swimming, outings or visits from non-school based organisations.

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.

### **Monitoring and Evaluation**

The resource management committee of the governing body monitor charging and remissions. This policy will be reviewed annually.

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<b>Date:</b>	<b>Spring Term 2023</b>