

Charging and Remissions Policy



Approved by: Resources Committee

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1. 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 & 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 board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources committee.

In our school, monitoring the implementation of this policy has been delegated to the Resources committee

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

5. School governing boards and local authorities cannot charge for:

- Admission applications to any state funded school
- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or as part of 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 or other 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
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Schools and Local authorities can charge for:

- 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

7. Optional extras which will charge for:

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:

- Board and lodging for a pupil on a residential visit (not to exceed the cost)
- Extended day services offered to pupils (examples might include breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 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
 - 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/governing board has arranged for the pupil to be provided with education).

8. Voluntary Contributions:

As an exception to the requirements set out in 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. School trips, visits and practical activities are very important and enhance the pupils learning, increases confidence and give them opportunities and experiences which otherwise they may not have.

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

- Trips
- Enrichment activities – eg authors / external drama players coming to school or other specialist provider
- After school clubs run by school

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.

9. Activities for which school may apply a charge

- After school clubs run by an outside provider in school
- Lettings (These are only made in exceptional circumstances due to security issues)
- Breakages and Damages - In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

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.

In some circumstances the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Remissions Policy

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium.