



Charging and Remission Policy

STATUS:	
RECOMMENDED	STATUTORY ✓
REVIEW FREQUENCY	Every 2 years
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COMMITTEE	Resources
Signed: Chair of Governors	
Date:	

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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 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

This policy is set out in agreement with Resources Committee of the Governing Body.

4.1 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.

Responsibility for approving and monitoring the charging and remissions policy has been delegated to the Resources Committee

4.2 Headteachers

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

4.3 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.

4.4 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 we **cannot** charge for:

5.1 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
- › 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

5.2 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

5.3 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
 - 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. Where charges can be made

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

6.1 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

6.2 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:
 - 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 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.

6.3 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

6.4 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:

Forest School, Transport to sporting event

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 we charge for

The school will charge for any before or after school clubs in line with the advertised club schedule issued 3 times a year. Places must be booked via Parent pay or through the School Office for ad hoc bookings. At certain times of the year, payments are offered to be split so as to support parents pay. Parents are responsible for the management of their parent Pay account. Outstanding amounts on balances will be treated under the the following procedure:

Rather than regularly chasing outstanding payments for any items, we will **issue reminders on the first of the month** (or the nearest school day thereafter) during term times.

A final reminder will be sent a week before the after-school clubs go live for the following term. If outstanding balances are not cleared, then the next term clubs will not be available for you to book.

A few notes:

- If a new payment item is added with a short deadline and with parental consult required, we may still send reminders outside the proposed timetable.
- This would not include items where the payment deadline has not yet passed such as residential trips.
- Some children attend ad-hoc breakfast and after school clubs and these payments are processed weekly; all we ask is that the balance to date is cleared.
- All finances are to be completely clear by the end of each academic year.

For example, this term this means that we will send a reminder for outstanding payments around 4th November. As the clubs for Spring Term are likely to go live at the beginning of December, another reminder will be sent on 25th November to clear balances by the following week. **If outstanding balances are not cleared by then, the next term clubs will not be available for you to book.**

We are aware that some people have extenuating circumstances which affect this and will do everything we can to support them, so that children are still able to enjoy everything we have to offer.

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.

9.1 Remissions for residential visits

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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- › Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- › Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

School's payment schedule

10. Monitoring arrangements

The Head teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Resources Committee every 2 years.