



CHARGING & REMISSIONS POLICY

Reviewed: September 2020

Next Review Date: September 2022

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

The purpose of this document is to help the Headteacher and the Governing Body set out their policy on charging and remission for school activities and school visits.

Schools must ensure that they inform parents on low incomes and in receipt of benefits, listed later in this policy, of the support available to them when being asked for contributions towards the costs of school visits.

Aim

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Legislation

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. Academies are required to comply with this Act through their funding agreements.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities. The governors endorse the guiding principles contained in the Education Act 1996, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not refer to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

The Governing Body of the school recognise that the legalisation prohibits charges for the following:

- Education provided during school hours (including the supply of books, materials, instruments or other equipment);
- Education provided outside of 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 part of religious education;
- Education provided on any trip that takes place during school hours;



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- Education that takes place outside of 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 part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or Local Education Authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for the examination at the school
- Transport provided in connection with a school trip.

Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside of school hours including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Breakages

Residential visits

A charge will be made for the cost of board, lodging and travel costs and visits to attractions that are not deemed 'educational' (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the government states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Headteacher, in conjunction with the Chair of the Governing Body, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and parents of pupils who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- Educational visits which take place outside of school hours
- Any activity which takes place during school hours.

The terms of any request made to parents will specify that the request is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered pupils at the school will not be treated differently according to whether their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit 50% of the cost of board and lodging for any residential activity (classed as an optional extra, taking place outside of school hours). This is made clear in all correspondence in relation to these activities.

In other circumstances, the Governing Body will invite parents to apply, in confidence, to the Headteacher for the remission of charges in part or full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

Publication of Information

This policy can be found on the school's website and hard copies are available from the School Office for parents to view.

Review and Amendments

This policy will be reviewed annually by the Governing Body who may, from time to time, recommend amendments to the categories for which a charge may be made. This will be brought to the full Governing Body for ratification. However, the governing Body reserve the right to review the Charging and Remissions Policy as necessary