

## **Charges and Remissions Policy**

### **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 and when charges will 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.

### **2. Legislation and Guidance**

The policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which outlines the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

### **3. Definitions**

- ✚ Charge: a fee payable for specifically defined activities
- ✚ Remission: the cancellation of a charge which would normally be payable

### **4. Responsibility for the Policy and Procedure**

#### **4.1 The Governing Board**

The governing board has overall responsibility for approving the charging and remissions policy, but delegate this to the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

#### **4.2 Headteacher**

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/Carers**

Parents/Carers 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 out of school hours if it is part of:
  - The national curriculum
  - 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

### **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 provided in connection with an education 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
  - Religious education
- Supply teachers, covering for 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
- Consumable items, such as craft materials or cooking ingredients
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

### **6.2 Optional extras**

We can 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
  - Religious education
- 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).

- School meals or packed lunches for nursery and Key Stage 2 pupils
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, holiday clubs)

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 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 who do not wish to participate. Parental/Carer 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 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 the local authority

### **6.4. Residential visits**

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

### **6.5. Breakages, damages, and lost items**

Parents or carers will be charged for the cost of repairs of damage to school property because of their child's misbehaviour.

In addition, if children lose or misplace books or other equipment which they have borrowed from the school, the school will make a charge to the parents/carers for the replacement cost.

## **7. Voluntary contributions**

An exception to the requirements set out in section 5 of this policy, the school can 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 and visits
- Sports activities

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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 the following activities:

- Before and after-school care and Holiday care
- Before and after-school sports clubs
- School meals or packed lunches for nursery and Key Stage 2 pupils
- Certain early years provision – nursery
- Hire of facilities

For each activity, the charge is based on and includes building and insurance costs, cleaning, staffing, food purchases for before and after-school care, equipment, and materials. For regular activities, the charges for each activity will be determined by the governing body and reviewed in October each year. Parents will be informed of the charges in November each year

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in section 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### Remission for residential visits

Parents/Carers 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' 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
- Working Tax Credit
- Universal Credit

## 10. Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher, School Business Manager and the Governing Body.

<b>Headteacher:</b>	L.Munday	<b>Date:</b>	October 2022
<b>Chair of Governing Body:</b>	K.Warren	<b>Date:</b>	October 2022