



*'We want every child to be happy, caring and successful.'*

## **Charges and Remissions Policy**

### **Introduction**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

We will refund in full all contributions if an activity has had to be cancelled.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

### **Aims**

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.

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

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Conditions when charges cannot be made**

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils.

Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- an educational visit has been planned.

### **Conditions when charges can and cannot be made**

Parents must be fully aware that the school or local authority:

- cannot charge for:
  - an admission application to any state funded school;
  - education provided during school hours;
  - the supply of materials, books, instruments or other equipment;
  - education provided outside school hours if it is part of the national curriculum;
  - instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme';
  - transport in connection with an educational visit;
  - transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
  - transporting pupils to other premises to be educated where the governing body or local authority has arranged this.
  
- can charge for:
  - any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
  - vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
  - optional extras such as:
    - education provided outside school hours that is not:
      - part of the national curriculum;
      - part of a syllabus for a prescribed public examination;
      - part of religious education.
    - residential board and lodging fees for an educational visit;
    - breakfast and after-school clubs.

## **Support for Parents/Carers**

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
  - Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance,
  - Support under part V1 of the Immigration and Asylum Act 1999
  - Child Tax Credit
  - The guaranteed element of State Pension Credit

## **Voluntary Contributions**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay.

## **Remissions**

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

The governing body may be able to grant a remission of up to half of the total cost of the visit where families are in receipt of qualifying benefits as listed above under 'Support for Parent/Carers'. Any requests for remission of charges must be made in writing to the Headteacher. All requests will be treated in the strictest confidence.

## **Refunds**

Refunds will be given if:

- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child.

## **Role of Parents/Carers**

Parents must be made fully aware what the school or local authority can or cannot charge for.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- text messages/email
- meetings with school personnel/parents and carers
- communications with home such as newsletters
- reports such as Headteacher reports to the Governing Body
- receive periodic training so that they are kept up to date with new information

## **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 and the Governing Body.

Signed: Mrs J Goldsmith (Headteacher)

Signed: Kate Warren (Chair of Governors)

Reviewed: October 2023