



## Charging and Remissions Policy

<b>Document history</b>	
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Approved by	Resources and Premises Committee
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A copy of this document can be obtained from	The schools' network The schools' website
<b>Related documents</b>	
Department for Education - Charging for school activities	
The Education Act 1996	
Nursery, Breakfast Club and After School Club Charging 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 for 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

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.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

## 3. Definitions

- **Charge:** a non-voluntary fee payable to undertake specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but this has been delegated to the Resources and Premises Committee.

The governing board also has overall responsibility for monitoring the implementation of this policy.

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

### 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

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.
  - 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 educational visit.

## 5.3 Residential trips

- Education provided on any residential trip that takes place during school hours.
- Education provided on any residential trip that takes place outside school hours if it is part of:
  - the national curriculum.
  - religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

## 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.

### 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 examples of optional extras:

- Education provided outside of school time that is not part of:
  - the national curriculum.
  - religious education.
- Transport (other than that specified in 5.2).
- 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).

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**

We 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 trips**

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

### **6.5 Early years provision**

Please see our Nursery, Breakfast Club and After School Club Charging and Remissions Policy for details.

### **6.6 Community facilities (breakfast and after school clubs)**

Please see our Nursery, Breakfast Club and After School Club Charging and Remissions Policy for details.

## **7. Remissions**

The school will apply the statutory minimum remissions to any charges that they make. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher.

### **7.1 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).

## **8. Voluntary contributions**

As an exception to the restrictions 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 examples for which the school may ask for voluntary contributions include:

- School trips
- Sporting activities

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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **9. Monitoring arrangements**

The Finance Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Resources and Premises Committee annually.