



## Charging and Remissions Policy

Ownership	HT
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### Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

### Charging Policy

This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996 sections 449 to 462 of which set out the law on charging for school activities in England. Any charges made by the school must meet the requirements of the Education Reform Act 1996. It is also based on guidance from the DfE on statutory policies for schools and academy trusts. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

### Aims and Objectives:

The aims of this Policy are to:

- Have robust, clear processes in place for charging and remissions.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.
- Clearly set out the types of activities that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimizing the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### Definitions

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

### Responsibilities

The governing board has overall responsibility for approving the charging and remissions policy. The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Resources Committee every year, as recommended by the DfE

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

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.

Parents are encouraged, and expected, to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Activities without charge:**

There will be no charge for the following activities:

Admissions applications

Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.

Instrumental and tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental Tuition.

Instrumental tuition for children looked after.

Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### **Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding activities which would not otherwise be possible, subject to the following conditions:

Any children of parents who do not wish to contribute will not be treated any differently.

Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Chargeable activities:**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost:

-Educational or other activities provided wholly or mainly outside school hours, which are not:

(a) Part of the National Curriculum.

(b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.

(c) Part of religious education.

(Note: This could include breakfast and after school clubs run by the school).

-Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

-Board and lodgings on residential visits (subject to remission arrangements), but the charge will not exceed the actual cost.

- 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).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental tuition, which takes place during the school day, and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- 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 who 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 any optional extra which is to be charged for.

### **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

### **Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.