

Charging and Remissions Policy

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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

The School Governing Body like the Nottinghamshire Children and Young Peoples Department is committed to the general principle of free education. In determining the charging and remissions policies which are set out in this document the Governors have been mindful of the policy statement produced by the CYPD and have also taken into account of the Entitlement Curriculum.

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

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.

3. Definitions

Charge: a fee payable for 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 can delegate this to a committee, an individual governor or the headteacher.

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 Finance and General-Purposes Committee

Monitoring the implementation of this policy has been delegated to the Finance and General-Purposes Committee

4.2 Headteachers

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

1. Admission applications
2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
3. Education provided outside school hours if it is part of:
 4. The national curriculum
 5. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 6. Religious education
 7. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
 8. Entry for a prescribed public examination if the pupil has been prepared for it at the school
 9. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

1. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
2. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
3. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
4. Transport provided in connection with an educational visit

5.3 Residential visits

1. Education provided on any visit that takes place during school hours
2. Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those 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

1. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
2. Optional extras (see below)
3. Music and vocal tuition, in limited circumstances
4. Certain early years provision
5. Community facilities

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 optional extras:

1. Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
3. 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)
4. Board and lodging for a pupil on a residential visit

5. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
6. When calculating the cost of optional extras, an amount may be included in relation to:
7. Any materials, books, instruments or equipment provided in connection with the optional extra
8. The cost of buildings and accommodation
9. Non-teaching staff
10. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
11. 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 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

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:

- 1.If the teaching is an essential part of the national curriculum
- 2.If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- 3.For a pupil who is looked after by a local authority

6.4 Residential visits

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

7. Voluntary contributions

As an exception to the requirements 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 activities for which the school may ask parents for voluntary contributions include:

School trips, enrichment activities within school, sports 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.

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:

Residential activities, activities held outside school hours, materials and ingredients relating to the ownership of a finished product e.g. cooking or DT.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the activity, board/lodging and transport for each pupil; no other cost will be covered by the charge. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT in the circumstances described below. The charge may however include an appropriate element for such things as:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, castles, theatres, etc;
- insurance costs;
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the Spring term each year. Parents will be informed of the charges for the coming year in Spring term each year.

9. Remissions

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

9.1 Remissions for residential visits

Parents who receive the Pupil Premium Grant are exempt from paying the cost of board and lodging for residential visits, School trips and enrichment activities in school e.g. DT materials to own the finished product, experiences in school where there is usually a cost.

10. Monitoring arrangements

The School Business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by School Business manager every year.

At every review, the policy will be approved by the Finance and General-Purposes Committee