

# Charging and remissions policy

Person Responsible:	Director of School Services
Last Reviewed:	May 2022
Adopted by Governing Body:	May 2022
Next Review due:	May 2023

## 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 and will not 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 to 462 of which set out 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. Roles and responsibilities

### The Governing Body

The Governing Body 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 Body also has overall responsibility for monitoring the implementation of this policy.

### Headteachers

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

### 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.

### Parents/carers

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

## 4. Charges

### The school cannot charge for:

- education provided during school hours;
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;

- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

#### **The school can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- recovery of examination entry fees, if a student fails, without good reason, to meet any examination requirement for a syllabus.

### **5. Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the
- examination(s) at the school;
- transport (other than transport that is required to take the student to school or to other premises
- where the local authority or the school have arranged for the student to be provided with education);
- board and lodging for a student on a residential visit;
- extended services (for example after school clubs and supervised homework sessions).

In 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, this includes 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 students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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 students who do not wish to participate. Therefore no charge can be made for supply teachers to cover classes which continue at school for those students who do not wish to participate which would normally be taken by teachers who are absent from school accompanying students on a residential visit. For example, if three students in a Year 8 group choose not to go on a field visit during a school day, the charge for the visit cannot include the cost of supply teachers to take classes for the three students who are not participating. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre- requisite for the provision of an optional extra where charges will be made.

## **6. Voluntary contributions**

The school may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. It must also be made clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. This will be made clear to parents/carers. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. It should be made clear to parents/carers at the outset what the policy for allocating places on a school visit will be.

**If the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

## **7. Residential Visits**

In some circumstances, the school may not charge for items or activities set out as chargeable in section 4 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

### **Remissions for residential visits**

The school cannot charge for:

- 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, or part of a syllabus for a prescribed public examination that the student

is being prepared for at the school, or part of religious education; and it is the only opportunity for students to be taught that content.

- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit which is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

The school can charge for:

- board and lodging and the charge must not exceed the actual cost;
- transport in accordance with the provisions of the 'optional extras' section above.

**If the school is unable to raise enough funds for an activity or visit then it will be cancelled.**

## **8. Education partly during the school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the school and not part of religious education.

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

**If the school is unable to raise enough funds for an activity or visit then it will be cancelled.**