



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

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 maintained schools in England.

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

3. Roles and responsibilities of principal, other staff, governors

The **principal** is responsible for ensuring staff are familiar with the charging and remissions policy.

Our **staff** are responsible for implementing the charging and remissions policy consistently.

The **governing body** has overall responsibility for approving and monitoring the charging and remissions policy but can delegate this to a committee, an individual governor or the principal.

In our school, responsibility for approving and monitoring the charging and remissions policy has been delegated to the Business Management Committee.

4. Where charges cannot be made

4.1 Education

- Admission applications
- Education provided during school hours including any materials, books, instruments or other equipment
- Education provided 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 or part of the school's basic curriculum for 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
- Entry for a prescribed public examination if the pupil is being prepared for at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Provision of communication materials and equipment are not charged for

4.2 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 body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5. Where charges can be made

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Board and lodgings for pupils on a residential visit outside of school hours
- Optional Extras (see below)

5.2 Optional extras

- **Activities partly during school hours**

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

- **Residential visits deemed to take place during school hours**

Charges will be made on residential visits, which are part of the national curriculum, for board and lodging costs only. Pupils, whose parents are in receipt of certain benefits (see remissions on page 4), may not be charged for board and lodgings costs.

- **Residential visits deemed to take place outside school hours**

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs.

- **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day, which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents, who do not make a contribution, will not be treated any differently. If a particular activity cannot take place, without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

- **Calculating charges**

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

- **Remissions**

Pupils, whose parents are in receipt of the eligible benefits will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

6. Arrangements for monitoring and evaluation

The Business Management Committee will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Reviewed by Main Governing Body on 26th March 2019

Signed
Principal

Signed
(Appropriate Chair of governors or chair of committee)
