

CHARGING AND REMISSIONS POLICY

The board of governors recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a child's education.

The board of governors aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities for the children of the school and Children's Centre.

The Education Act 1996 sets out the law for charges for school activities. It prohibits charges to be made except in certain clearly defined circumstances where charging will be permitted at the discretion of the board of governors. The board of governors is obliged to draw up and keep under review, a policy in respect of charges and remission arrangements for the school.

All activities that are a necessary part of the National Curriculum plus religious education will be free of charge.

The board of governors or the authority cannot and will not charge for:

- an admission application to the school
- education provided during school hours (8.45am – 3.05pm) (including the supply of any materials, books, instruments or other equipment). We do ask however that children come to school equipped with general purpose writing and drawing equipment. In some topics, such as design & technology, a voluntary contribution may be requested to cover the cost of materials. No child will be excluded.
- education provided out of school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination and the pupil is being prepared for at the school, or part of religious education and there is not alternative method of study.
- tuition for pupils to play musical instruments if the tuition is required as part of the National Curriculum or part of a syllabus that the pupil is being prepared for at the school.
- supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

We will charge for:

- any materials, books, instruments or equipment, where the child's parent wishes him/her to own them
- optional extras (see below) and
- music and vocal tuition, in limited circumstances

Optional Extras

Charges may be made for some activities that are known as "optional extras".

Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, equipment or staffing.

These are:

- education provided out of school time that is not
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public exam that the pupil is being prepared for at the school; or
 - c) part of religious education
- transport that is not required to take the pupil to school or to other premises where the Local Authority have arranged for the pupil to be provided with education; and
- board and lodging on a residential visit

Residential Visits

Schools **cannot** charge for:

- 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 pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

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;
- 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; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents 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 pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can provide that there are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the board of governors or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Calculating Charges

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any pupils wishing to participate in the activity whose parent 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 pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.

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.

Nothing in legislation prevents a school board of governors or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the board of governors or headteacher should make this clear to parents at the outset. The board of governors or headteacher **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit. It will be made clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

Monitoring and Evaluation

The board of governors will review this policy annually. They will also monitor trips and visits both in terms of quality and cost of these to students.

Formally adopted by the Board of Governors: 3rd December 2019

Review Date: December 2021