



CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with Authority's guidance on:

Charging for School Activities

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 governing body 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; transport provided in connection with an educational trip.

N.B. At this time the guidance received on the current position means that the governors consider that the provision of additional non-statutory nursery care does not fall under the purview of education as defined in these legal prohibitions.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The governors of the school reserve the right to make a charge for the following activities:

- (a) any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- (b) board and lodging on residential visits (not to exceed the costs)*
- (c) the proportionate costs for an individual child of activities wholly or mainly outside school hours (activities known as 'optional extras' that are not part of the National Curriculum or are part of religious education) to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs,
- (g) the purchase of products made by the children in the course of their learning covering but not exceeding materials & equipment, eg cooking, CDs, DVDs,
- (h) music and vocal tuition, in limiting circumstances (this is an 'exception' to the law following revision, 'The Education and Inspection Act 2006') which includes charging for music teaching for either an individual or group to play a musical instrument that is not an essential part of the National Curriculum

If parents are in receipt of specific Government benefits (please ask at the school office for details) they will be exempt from paying the cost of board and lodging for residential visits*

The governors recognise the principle that charges are necessary to support an extra-curricular activity, it will take a common sense approach that the involvement of teachers and support staff of the school through its systems and structures is both desirable and beneficial to the purpose and aims of the school. It will support these through its budgetary arrangements avoiding direct subsidy but using the apparatus and organisation of the school ensure these activities are possible and sustainable.

Where an "optional extra" non statutory activity e.g. afternoon nursery care requires the statutory allocation of a qualified teacher. The governors reserve the right to pass on this cost to parents through this charging policy.

Remissions

Charges for additional optional activities will apply to all children. The school will be unable to subsidise optional activities and no remissions will apply.

Voluntary Contributions

Parents may be invited to make a voluntary contribution for the following:

- a) school visits/ activities which take place during school hours.
- b) activities in school not part of the national curriculum or not wholly subsidised by the P.T.A.
- c) school equipment
- d) school funds generally

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to cover:

- Travel
- materials and equipment
- entrance fees

However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then it may be the case that school cancel the activity/visit. This information will be detailed on initial consent forms advertising a proposed trip/activity.

Last Updated: January 2017

Next Review: January 2018