



Charging and Remissions Policy

Date reviewed and approved by Finance Governor on behalf of Governors:

February 2023

Review period: Annual

Next review due: February 2024

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1. Aims

1.1. 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

*Together, we grow deep roots in learning
and strong wings to soar*

2. Legislation and guidance

- 2.1. 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.
- 2.2. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

- 3.1. Charge: a fee payable for specifically defined activities
- 3.2. Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing body

- 4.1.1 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.
- 4.1.2 This policy has been delegated to the governors with responsibility for finance.
- 4.1.3 The finance governors have overall responsibility for monitoring the implementation of this policy.
- 4.1.4 The Governing Body is supportive of the school who recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- 4.1.5 The Governing Body is supportive of the school who recognise and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, due to the limited funds in the delegated budget the school reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

4.2 Headteacher

- 4.2.1 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

- 4.3.1 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
- 4.3.2 The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

- 3.4.1 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

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 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

5.2 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 board 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

5.3 Residential visits

- 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

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers, covering for 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

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2. Optional extras

6.2.1 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:

- 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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)
- Board and lodging for a pupil on a residential visit

6.2.2 When 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 (including 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
- 6.2.3 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.
- 6.2.4 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.
- 6.2.5 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.
- 6.2.6 Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3. Music tuition

At Little Paxton School we currently engage private peripatetic music teachers to offer lessons to children. Fees for lessons are payable directly to these teachers. A subsidy may be available for children who qualify for Pupil Premium funding.

6.4. Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. The parents will agree to meet the costs of a residential visit before that visit is planned in detail will always be obtained in writing.

6.5. Ingredients, materials and equipment

The School reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design & Technology.

6.6. Broken Equipment

The Governors will allow the Head teacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

7. Voluntary contributions

- 7.1. 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 which would not otherwise be possible.
- 7.2. Some activities for which the school may ask parents for voluntary contributions include:
 - school trips
 - sports activities
- 7.3. 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.
- 7.4. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.
- 7.5. The leader of the trip should always ensure that parents are notified as early as possible as to:
 - the total cost of the visit;
 - how much of the cost will be transport and/or entrance costs
 - how much each parent will need to pay or be asked to contribute towards the cost of the visit;
 - how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);

- 7.6. Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.
- 7.7. Voluntary contributions are required to cover the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be canceled - parents must be notified of this contingency. Pupils whose parents/guardians do not contribute will not be discriminated against. The stated cost of a visit does not include an element of subsidy for pupils whose families do not meet the full charge.
- 7.8. A letter about the visit is sent out to parents and usually contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

Statement to be included in the letter to parents regarding visits

"In order for this visit/activity to take place, we ask you to make a voluntary contribution of £..... Unfortunately if enough contributions are not received then the trip will not take place as in reality we have no alternative source of funding. If you have any questions about payment or would like to discuss financial support then please do not hesitate to contact us.

8. 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. Monitoring arrangements

The Headteacher and SBM monitors charges and remissions and ensures these comply with this policy. The policy will be reviewed by the SBM every year. At every review it will be shared with the finance governor.

10. Equality Review

- 10.1. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.
- 10.2. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

11. Links with other policies

Pupil premium policy