



Making a difference for every child.

SP6:Charging & Remissions Policy

Owning Committee: Resources
Owning Governor:
Owning School Rep: Julie Robinson
Date of Approval: January 2022
Date of next review: October 2025

AIM OF DOCUMENT: To ensure that the school's policy with regard to charging for additional and optional activities is clear. To advise parents/carers in receipt of certain benefits that they need not pay for additional chargeable activities.

IN EVENT OF CONCERN/QUESTIONS: Contact the owning governor, contact details available through the school administrator.

HOW DOES THIS DOCUMENT HELP THE CHILDREN? It will ensure that additional activities that enhance the children's experience at school can take place with support and funding from parents/carers and that all children have the opportunity to participate.

MONITORING PLAN FOR POLICY: The owning governor will review letters and memos sent out to parents/carers to ensure that they are in accordance with the policy. Periodically checks may be made of the calculations used to advise parents of chargeable amounts and recommended voluntary contributions.

REVISION HISTORY:

Version	Update details	Date of approval
V1	Document approved	<i>December 2009</i>
V2	Updated document	28 November 2012
V3	Updated document	January 2016
V4	Checked	October 2017
V5	Rewritten	October 2018
V6	Checked	October 2021

MONITORING PLAN FOR POLICY:

Objective	Measures of success	Timetable
<ul style="list-style-type: none"> To ensure that the school has set out a clear policy on charging and remission for school activities and school visits. 	<p>SP6 Policy is up to date, regularly updated</p>	<p>Every 1 years</p>
<ul style="list-style-type: none"> To ensure that the school inform parents on low incomes and in receipt of benefits listed in this document, of the support available to them when being asked for contributions towards the cost of school visits. 	<p>Information is available on the website in document SP6 and is up to date.</p> <p>Parents that qualify are asked to contact the school office in communications about the activity in question.</p>	<p>Every 1 years</p>
<ul style="list-style-type: none"> To ensure that the School governing bodies and local authorities, (subject to the limited exceptions referred to in this advice and available also on government websites), does not charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment.) 	<p>Governor monitoring of parent communications.</p> <p>Spot checks with accounts administrator and teachers.</p> <p>Ensuring no irregular income on school accounts via resources committee.</p>	<p>Yearly</p>
<ul style="list-style-type: none"> To ensure that parents are aware and understand that voluntary contributions may be asked for to benefit the school or any school activities. 	<p>Monitor relevant communications to parents where payments are being requested.</p>	<p>yearly</p>

Charging and Remissions Policy

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](#) 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.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

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.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

In our school, monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 The Headteacher

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

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.

4.4 Parents

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

5. Charging

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

- Transport provided in connection with an educational visit

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 the school 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

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

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

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.

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.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre and drama workshops;
- musical events.

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

8. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

9. Monitoring arrangements

- The Headteacher monitors charges and remissions, and ensures these comply with this policy.
- The headteacher will review this policy every three years with approval by the Resources Committee.

