



## **Charging & Remissions Policy**

FOR EDUCATIONAL ACTIVITIES

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Committee oversight	PFF Heronsgate
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Responsible officer	Jane Edwards

## **Charging & Remissions Policy**

This charging policy has been compiled in line with DFE requirements- *DFE-DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014.*

### **Basic Principles**

School governing bodies and local authorities cannot charge for:

- An admission application to any state funded school;
- 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 as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition provided is 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; and
- Examination re-sit(s) if the pupil has been prepared for the re-sit(s) at the school Board and lodging for a pupil on a residential visit

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.;
- Optional extras (see details below);
- Music and vocational tuition, in limited circumstances;
- Certain early years provision
- Community facilities.

### **Optional extras for which the school can apply a charge**

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club and after-school clubs);
- Education provided outside of school time that is not:
  - a) Part of the national curriculum;
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) Part of religious education
- Examination entry fee(s) if the registratered 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/governing body have arranged for the pupil to be provided with education).

The policy:

1. A charge will be made for any activity which the School arranges and for which a charge may be made, as set out in the Education Acts, where the activity takes place wholly or mainly outside the school session time.
2. In general, all participants in any educational activity arranged by the School and for which a charge may be made, as set out in the Education acts, will be expected to meet a charge levied by the School.
3. Where a third party provides educational activities its charges will be passed on to the parents of participating pupils.
4. The School will levy a charge for tuition in playing any musical instrument, where the tuition is provided individually or to a group usually of no more than four pupils.

Charges can also be made for:

- Art/craft and Cooking – charges will be made to cover the cost of ingredients and materials for finished work where parents have indicated that they wish for the finished article to be taken home.
- Breakages and Damage – where parents will be required to meet the costs of breakages or damage to school property and buildings as a result of their child's misbehaviour.
- Books – where a charge will be made for loss or damage.

Background Documents:

- Education Act 1988. sections 108-111, 117 and 118
- Education Act 1996, sections 449.462
- DfE Circular 2194. (Updated Feb 2013)

### **Charging for visits, trips and additional activities.**

In any letter sent home to parents the words "cost" or "charge" will mean the amount of the voluntary contribution asked for from each pupil in order that the activity can take place without placing undue burden on the School's budget.

### **For a day visit /activity:**

Parents/pupils are not obliged to make a contribution to the cost of the day visit and pupils will not be excluded through inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient contributions to cover the costs. Parents are therefore invited to make a voluntary contribution to cover the cost, which is worked out per child. This covers the entrance fee and travel and/or fees of any activity. Payment can be made in instalments.

In cases where the Headteacher decides that it would be unreasonable to ask for all or part of the contribution for a particular child s/he has the Governors authority for this to be waived.

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. S/he has the authority to permit the activity to go ahead if s/he feels it is warranted and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances.

#### For a residential visit:

The charge/cost is made up of a charge for board and lodging, which will be made for all pupils except where parents are eligible for their child to receive free school meals – if you are unsure please check your eligibility at:- <https://www.cloudforedu.org.uk/ofsm/sims> Requests for remission of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required. Details of the amount charged for board and lodging can be obtained upon request and will be provided within 10 working days of such a request being made in writing.

The remaining cost covers activities, transport, insurance etc. and parents are invited to make a voluntary contribution towards the costs. You are not obliged to make a contribution and pupils will not be excluded through inability or unwillingness to pay. However the visit can only go ahead if there are sufficient voluntary contributions to cover such costs. Arrangements are available for the payments to be made in instalments.

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. S/he has the authority to permit the activity to go ahead and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances and will not happen if s/he is of the opinion that subsidising the trip is an inappropriate use of public or other funds. This will be the case if parents who do not qualify for a remission of the costs decide they are unwilling to make the required contribution.

#### Music Tuition

The school may charge for this at a rate intended to ensure that the full costs of the Service charges will be met. Where possible this charge will be levied directly to the parent by the Service Provider. Parents will be required to give at least one terms notice of withdrawing their child from the sessions. Charges will be reviewed regularly in order to ensure that they are appropriate.

The charge/cost is made for all pupils with the possible exception where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required and the decision to remit all or part of these charges will be at his/her discretion.