



Charging and Remissions Policy

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The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards a pupil's personal and social education. It aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The remission policy for charged activities will operate at the statutory minimum to cover the expected cost of the activity.

The school's hours as referred to in this statement are 8:45 am until 3:20pm on each school day where pupils are required to attend.

Education

School governing bodies and local authorities **cannot** charge for:

- An admission application to any maintained 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 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 public 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; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances (see section on Music Tuition).

The Governing Body reserves the right to charge in the following circumstances for activities organised by school:

- The cost of all activities MAINLY OUTSIDE SCHOOL HOURS which are optional extras, see 'Optional Extras' below.
- The cost of any board and lodging in any residential visit in school time or in any visit that takes place as part of the National Curriculum.
- The cost of ingredients and material (or require them to be provided) if the parents have indicated in advance that they wish to have the finished product.

Optional Extras

Charges may be made for some activities that are known as 'optional extras':

- 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 registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not 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; and
- Board and lodging for a pupil on a residential visit.

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.

Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made. The guidance includes other conditions that must be met, such prohibiting charges that include any element of subsidy for participating pupils whose parents are unwilling or unable to pay the full charge.

Voluntary Contributions

Under the requirements of the Education Act, 1996 we can only raise the cost of the visit by voluntary contributions. The guidance clearly states schools' entitlements under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. It also states that: 'If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must be given an equal chance to go on the visit'.

There is no obligation to contribute and the children will not be treated differently according to whether or not any contribution has been made. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Activities that take place inside school hours or as part of the National Curriculum will be completed dependent on voluntary contributions and this will be stated to parents. Such contributions will determine whether an activity is viable.

Residential Visits

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Schools **cannot** charge for:

- 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, 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.

When a school informs parents about a forthcoming residential visit, they should make it clear that parents who are in receipt of Free School Meals for their child will be given the opportunity to pay for the trip at a subsidised rate. The Governing body has agreed that parents who qualify for Free School Meals for their child will be given the opportunity to pay for the trip at a subsidised rate.

* Please see section 4 – If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Parents are informed that residential visits can only take place if they are willing to pay.

Music Tuition

The Governing body have noted that the Education Act of 1996 allows charges to be made for instrumental music that takes place in school. The law states that all education provided during school hours must be free, but music lessons are an exception. The Education and Inspections Act 2006 allowed the DCSF to specify circumstances where charging can be made for music tuition. The new Regulations came into force in September 2007. [See DSS Summary DSS 07/08 3, September 2007].

Charges may now 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 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

Damage

The governors will request parents to pay for the cost of replacement or repair of equipment or of premises broken or damaged deliberately by pupils either during or out of school hours.