

# Charging and remissions policy



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## Contents

1. Aims.....	2
2. Legislation and guidance .....	2
3. Definitions .....	2
4. Roles and responsibilities .....	2
5. Where charges cannot be made .....	2
6. Where charges can be made .....	3
7. Voluntary contributions.....	4
8. Activities this school charges for .....	5

9. Remissions .....	5
10. Monitoring arrangements .....	5

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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions for pupils & employees
- Clearly set out the types of charges that can be made in relation to pupils & employees and when these charges will be made

## 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 449-462 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/assets
- 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.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### 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

Our staff are responsible for:

1. Implementing the charging and remissions policy consistently
2. Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team 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. Where charges cannot be made

Below we set out **what the school cannot charge for**:

## 5.1 Education

3. Admission applications
4. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
5. 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
6. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
7. Entry for a prescribed public examination if the pupil has been prepared for it at the school
8. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 5.2 Transport

9. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
10. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
11. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
12. Transport provided in connection with an educational visit

## 5.3 Residential visits

13. Education provided on any visit that takes place during school hours
  14. 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 to cover for those 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

15. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
16. Optional extras (see below)
17. Music and vocal tuition, in limited circumstances
18. Certain early years provision
19. Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

20. 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
- 21. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 22. Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- 23. Board and lodging for a pupil on a residential visit
- 24. 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:

- 25. Any materials, books, instruments or equipment provided in connection with the optional extra
- 26. The cost of buildings and accommodation
- 27. Non-teaching staff
- 28. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 29. 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**

The school 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:

- 30. If the teaching is an essential part of the national curriculum
- 31. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- 32. 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:

- School trips
- Sports activities
- Non-uniform day

(This is not an exhausted list)

**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. Activities this school charges for**

The school will charge for the following activities:

- Breakfast club – charges include costs to cover breakfast items only and are heavily subsidised by the school
- Pike Fold All Stars after school child care service – charges include costs to cover minimum staffing & snacks.

(This is not an exhausted list)

For regular activities, the charges for each activity will be determined by the Head Teacher, who may seek advice from the Governing Board. Charges are subject to review each year. Parents will be informed of any changes to charges with one terms notice.

## **9. 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 Head Teacher and will depend on the activity in question.

### **9.1 Remissions for residential visits**

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

33. Universal credit in prescribed circumstances
34. Income Support
35. Income Based Jobseekers Allowance
36. Support under part VI of the Immigration and Asylum Act 1999
37. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
38. The guarantee element of State Pension Credit
39. An income related employment and support allowance that was introduced on 27 October 2008

## **10. Charges to employees**

In some circumstances, it may be deemed necessary to re-charge employees for activities/assets that would normally be paid for by the school. The charges & circumstances are set out below:

### **1. Pre-placement assessments:**

All employees are required to complete a pre placement health questionnaire before commencing work at the school; where there is deemed to be further investigations required, employees will be notified of their need to attend a pre placement health screening. Employees will be advised that if they do not attend the appointment, or if they cancel with short notice causing charges to the school, then the school retains the right to re-charge these costs to the employee. Each case will be decided on its own merit by the Head Teacher.

### **2. Occupation Health referrals:**

Under the terms of their employment, all staff are required to engage with the schools policy for attendance management. This may include the school referring the employee to the occupation

health service for review. Employees will be advised that if they do not attend the appointment, or if they cancel with short notice causing charges to the school, then the school retains the right to re-charge these costs to the employee. Each case will be decided on its own merit by the Head Teacher.

**3. Wellbeing appointments:**

The school recognises that employees may experience times in their lives where they may need additional support in the form of counselling or stress management, for example. If the school has initiated a referral (with agreement from the employee), the school will meet the costs of such charges unless the staff member does not attend the appointment, or if they cancel with short notice causing charges to the school. In these cases the school retains the right to re-charge these costs to the employee. Each case will be decided on its own merit by the Head Teacher.

**4. Lost and Stolen assets:**

Where employees have been issued with a school asset such as a laptop or an iPad they will be asked to sign the school's laptop/iPad agreement form explaining that the individual will be responsible for reimbursing the school for the value of the item lost/stolen if the employee's conduct is under question surrounding the occurrence of events. Each case will be decided on its own merit by the Head Teacher.

## **11. Monitoring arrangements**

The Head Teacher & Finance Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Finance Manager every 2 years. At every review, the policy will be approved by the Governing Body.

**Next review: June 2020**