



Charging and Remissions Policy

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1. Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions; and
- clearly set out the types of activity that can be charged for and when 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 England. Academies and Free Schools are required to comply with this Act through their funding agreements.

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 Head Teacher. The Governing Board also has overall responsibility for monitoring the implementation of this policy.

At Gildredge House, responsibility for approving the Charging and Remissions Policy has been delegated to the Head Teacher.

In our school, monitoring the implementation of this policy has been delegated to Director of Finance and Administration.

4.2 The Head Teacher

The Head Teacher 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; and
- notifying the Head Teacher 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 Head Teacher 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

- 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 student is being prepared for at the school;
 - Religious Education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

5.2 Transport

- Transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Governing Board or Local Authority has arranged for students to be educated.
- Transport that enables a student 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 student is being prepared for at the school.
 - Religious Education.
- Supply teachers to cover for those teachers who are absent from school accompanying students 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 below).
- Music and vocal tuition, in limited circumstances.
- Certain Early Years provision.
- Community facilities.

6.2 Optional Extras

The school is 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:

- Education provided outside of school time that is not part of:
 - the National Curriculum.
 - a syllabus for a prescribed public examination that the student is being prepared for at the school.
 - Religious Education.

- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority / Governing Board has arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (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); and
- 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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students 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 students, provided that the tuition is provided at the request of the student'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; or
- for a student who is looked after by a Local Authority.

6.4 Residential Visits

The school 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; or
- Sport activities.

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:

- after-school activities;
- After-School Care Club;
- Breakfast Club;
- resource and project packs;
- revision guides; and
- additional extras on school trips, for example, a tour shirt or additional excursions etc.

For regular activities, the charges for each activity will be determined by the Director of Finance, and reviewed by the Senior Leadership Team in October each year. Parents will be informed of the charges for school trips for the coming year in October each year. Parents will be informed of the charges for after-school activities each term.

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 Governing Board and will depend on the activity in question.

9.1 Remissions for Residential Visits

Students in receipt of Pupil Premium will be able to apply for an allocation of Pupil Premium towards the voluntary contribution of residential trips.

10. Monitoring Arrangements

The Director of Finance and Administration monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every two years. At each review, the policy will be approved by the Governing Board.

Policy Review and Approval

Review interval:	2 Years
Review term:	Autumn Term
Reviewed by:	Director of Finance and Administration
Approved by:	Head Teacher
First approved:	Summer Term 2013
Last approved:	Autumn Term 2018
Next review:	Autumn Term 2020

A copy of this policy and other related policies can be obtained from the School Office.