Charging and Remissions Policy

Policy Number	**44**
Governors' Sub-Committee	**Finance, Audit and Risk**
Statutory Policy	**Yes**

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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 be made

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 are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

Definitions

Charge: a fee payable for specifically defined activities
Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

4.1 The governing body

The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving and monitoring the implementation of the charging and remissions policy has been delegated to the Resources and Premises governors subcommittee.

4.2 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/carers

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

Where charges cannot be made

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/carer

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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out what we **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)

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)

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/carers 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/carer 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/carer.

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.

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/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include: School trips and sports activities.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

Activities we charge for

The School will charge for the following activities:

Music and vocal tuition where provided by peripatetic music teachers. The cost to parents/carers of this tuition is based on the charges made to the School by the Local Authority's County Music Service who provide the peripatetic music teachers.

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 body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

The Chief Financial Officer monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Deputy Headeacher (Curriculum) every two years.

At every review, the policy will be approved by the Headteacher and Resources and Premises governors subcommittee.