



POLICY DOCUMENT	CHARGING AND REMISSIONS POLICY
STATUTORY FOR MAINTAINED, ACADEMY AND FREE SCHOOLS	Statutory
Legislation: Education/Other	Statutory document for maintained schools
Lead Member of Staff	Headteacher
Lead Governors (monitoring)	Chair of Resources Committee
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Governor Committee	Resources Committee
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Chair of Governing Body signature	
Purpose	To ensure that parents are only charged for those activities that the school is entitled to charge them for, to the extent that they are entitled to be charged. Also that support is available to those who need it.
Supporting documents	Charging for School Activities Departmental advice for Governing Bodies, School Leaders, staff and LAs Oct 2014

Charging and Remissions Policy

The governing body may not charge for anything unless it has drawn up a statement of general policy on charging. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity, for example “optional extras”, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Education during school hours

No charge can be made for admitting pupils to maintained schools. Education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. “School hours” are those when the school is actually in session and do not include the break in the middle of the school day. All three and four year olds are entitled to 15 hours of free early-years provision per week, for 38 weeks per year.

Status: Statutory

Purpose: The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.55am-3.20pm for Key stage 2 and 9.00am–3.15pm for EYFS and Key Stage 1

Relationship to other school policies: The policy complements the school’s inclusion and equality policy.

Roles and Responsibilities of Headteacher and other staff and governors:

The Headteacher will ensure that the following applies:

- If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free).
- The Headteacher, staff and governors will ensure this information is made available to parents and will ensure it receives appropriate distribution to parents e.g. through publication on the school website.

During the School day

All activities that are a necessary part of the curriculum plus religious education will be provided free of charge.

Education partly during school hours

Sometimes an activity may happen partly during and partly outside school hours. If the majority of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours).

Education outside school hours

Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school’s basic curriculum for religious education. No charge will be made for activities that are an essential part of the syllabus for an approved examination.

Charges may be made for other activities that happen outside school hours if parents agree to pay. (The Education Act 1996 describes activities that can be charged for as “optional extras”).

Residential activities

Charges will be made for board and lodging, except for pupils whose parents are in receipt of

- Income Support;
- Income based Jobseeker’s Allowance;

- support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £16,190 for the year 2011-12);
- the guaranteed element of State Pension Credit; and
- an income-related employment and support allowance.

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

If the majority of a residential activity takes place during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

Musical Instrument Tuition

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).

Public examinations

No charges may be made for entering pupils for public examinations that are set out in the Regulations. The governing body must enter a pupil for each examination in a public examination syllabus for which the school has prepared the pupil. This does not apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents request in writing that the pupil should not be entered.

An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the exam is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in the Regulations.

Activities not run by the school or LA

When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, then it is the DFE's view that it should be treated as if it were provided by the school and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 4A(a) of the Education (Pupil Registration) Regulations 1995 (as amended).

Voluntary contributions

Voluntary contributions will be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because a voluntary contribution has not been received.

No pupil may be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. Children of parents who do not contribute will not be treated any differently.

If a particular activity cannot take place without some help from parents, this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

The school must first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fundraising.

Calculating Charges

Where a charge is made it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fundraising. There will be no levy on those who can afford to pay to support those who can't.

The principals of best value will be applied when planning activities that incur costs to the school and/or parents.

If a charge is made for each pupil it should not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this must be by voluntary contributions or general fundraising.

The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a simple letter to a teacher asking him or her to provide a service on a particular occasion.

Monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of the policy by receiving annual reports on activities that resulted in charges being made and subsidies being awarded (without giving names).