

Charging and Remissions Policy for Lacewood Primary School



Approved by:

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(Chair of Governors)

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1. 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

2. Legislation and guidance

This policy is based on advice from the Department of 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.

It is also based on guidance from the DFE on statutory policies for schools and academy trusts.

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 body

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

In our school, responsibility for approving the charging and remissions policy has been delegated to the headteacher.

Monitoring the implementation of this policy has been delegated to the governing body.

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:

- 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 senior leadership team will provide staff with appropriate training in relation to this policy and implementation.

4.4 Parents

Parents/carers 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

- Admission applications
- Education provided during school hours (including the supply of materials, books, instruments and other equipment)

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

5.2 Transport

- Transporting registered pupils to or from the school's premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body 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 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 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

- 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

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:

Education that is 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 school
- Religious education
- Examination fee(s) if the registered pupil has not been prepared for the examination in school
- Transport
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils such as breakfast clubs and after school clubs

When calculating the costs 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
- The cost or appropriate proportion for teaching staff employed to provide tuition in playing an 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

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

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.

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:

- Voluntary contributions
- Parents may be invited to make a voluntary contribution for the following:
 - a) entrance fees for visits to museums, theatres, parks etc.;
 - b) transport/travel costs for visits;
 - c) materials and equipment e.g. baking, food tasting etc.
 - d) insurance costs for residential visits

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. Clear details will be supplied to the parent of the purpose for which voluntary contributions will be made. In addition, the following will be made clear to parents:

- a) that the contribution is voluntary and a parent is under no obligation to pay
- b) that registered pupils will be treated the same whether their parent has made a voluntary contribution or not.
- c) The activity may not take place if voluntary contributions are insufficient to cover costs and funds cannot be provided from alternative sources i.e. general fund-raising events

The responsibility for determining the level of voluntary contribution has been delegated to the headteacher.

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:

The Governing Body have agreed the following charges:

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Entrance fees
 - Insurance costs
 - Individual tuition in the playing of a musical instrument;
 - Re-sits for public examinations where no further preparation has been provided by the school
 - Costs of non-prescribed examinations where no further preparation has been provided by the school;
 - Any other education, transport or examination fee unless charges are specifically prohibited;
 - Breakages and replacements as a result of damages caused willfully or negligently by pupils;
 - Extra-curricular activities and school clubs

For regular activities, the charges for each activity will be determined by the governing body and reviewed in September each year. Parents will be informed of the charges for the coming year in September each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in section 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

10. Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy. The policy will be reviewed by the Headteacher annually. At every review the policy will be approved by the governing body.