

# Charging and Remissions Policy

2024-25



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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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

# 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 to 462 of which set out the law on charging for school activities in England.

It's 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 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 Chief Executive Officer.

The governing board also has overall responsibility for monitoring the implementation of this policy. At West Lea School, the responsibility has been delegated to the Resources Committee.

## 4.2 HEADS OF SCHOOL

The heads of school are 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 Chief Executive Officer 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

Parents are expected to notify staff or their head of school of any concerns or queries regarding the charging and remissions policy.

## 5. 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
- 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 6. 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)
- Certain early years provision
- 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, 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)
- 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 for a charge to be made.

### 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.

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.

## 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 which would not otherwise be possible.

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. The level of contribution is decided by the Chief Executive Officer. Staff and vehicle costs will always be met by the school.

**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 we charge for

The governing board will support activities off-site such as educational visits or extra-curricular activities before and/or after school which the Chief Executive Officer considers to be of good value and complimentary to the curriculum.

Where costs are involved, parents will be asked to contribute so that each activity is self-funding. Generally, staff and transport costs will be met by the school. If funds received are insufficient, the activity may be unwritten by the school, or cancelled, at the discretion of the Chief Executive Officer.

Each campus offers a range of additional after school activities, including clubs that contribute towards the independence of the pupils. Most of our clubs are offered free of charge, on a first come, first served basis. We are constantly reviewing the clubs offered and, should it be necessary, we may levy a charge. Any charges will be kept to a minimum.

For regular activities, the charges for each activity will be determined by the Chief Executive Officer and reviewed in Summer Term 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 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

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge to parents/carers in particular circumstances. Parents 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Pupil Premium entitlement

## 10. Monitoring Arrangements

The Finance and Risk Committee of the governing board monitors charges and remissions, and ensures these comply with this policy.

The Finance and Risk Committee will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied or waived, the subsidies awarded and the source of the subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

This policy will be reviewed by the Finance and Risk Committee on an annual basis.

At every review, the policy will be approved by the Finance and Risk Committee.



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