



## Charging and Remissions Policy

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## 1. Aims & Introduction

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 learners from taking full advantage of these opportunities

Cann Bridge School recognises the valuable contribution that the wide range of additional activities, including educational visits and residential experiences can make towards learners' personal and social development. The

school aims to promote and provide such activities both as part of a broad and balanced curriculum for the learners of the school and as additional optional activities.

## 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 headteacher.

### 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 that 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.

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

## 5.2 Transport

- Transporting registered learners to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered learners to other premises where the governing board or LA has arranged for learners to be educated
- Transport that enables a learner to meet an examination requirement when they have 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 learner is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying learners 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/carer wishes the child 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

### 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 learner is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered learner has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the learner to school or to other premises where the LA or governing board has arranged for the learner to be provided with education)
- Board and lodging for a learner on a residential visit
- Extended day services offered to learners (such as breakfast clubs, after-school clubs, tea)

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 learners will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of learners participating.

Any charge will not include an element of subsidy for any other learners 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 learners who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

### **6.3 Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of learners, provided that the tuition is provided at the request of the learner'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 learner 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/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Visits to the local community such as to purchase refreshments at a local café
- Towards refreshments at the school enterprise café ran by learners
- Materials used in practical lessons such as food technology/cooking lessons where food cooked are sent home
- Healthy food items offered at snack time
- Non-residential educational visits which are not part of the national curriculum i.e. towards swimming or other physical education activities off-site
- Enrichment activities
- Charitable fundraising events

**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.

## **8. Activities we charge for**

The school will charge for the following activities:

- Any after-school and sports clubs. This cost will be calculated based on staffing and transport costs.
- Holiday activities and summer school. This cost will be calculated based on staffing, activity and resources costs.
- The Headteacher and Governing Board may levy charges for miscellaneous services up to the cost of providing such services i.e. photocopying.

## **9. Breakages & Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Finance Committee may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Headteacher and Finance Committee may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

## **10. 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 and any charitable funding received.

### **10.1 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 that it organises for the learner if the activity is deemed to take place within the school hours or where it forms part of the syllabus for an accredited course or part of the National Curriculum.

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

## **11. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher, annually.

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