



Charging and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a request for voluntary contributions from parents. The policy has been informed by the LA policy and the DfE's 2018 guidance "Charging for school activities: Departmental advice for Governing bodies, school leaders, school staff and local authorities."

Responsibilities

The Governing Body are responsible for determining the contract of the policy and the Executive Head for implementation.

The Executive Head will ensure that staff are familiar with and correctly apply the policy.

The Governing Body will review the policy each year.

Policy statement

The Governing Body recognise that legislation prohibits schools from charging for the following:

- All education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it in school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport

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- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

Charges

Charges can be made for:

- Board and lodging on residential visits (not to exceed costs)
- The proportionate costs for an individual child for activities wholly or mainly outside school hours (“optional extras”) to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- Individual or group 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 wilfully or negligently by pupils
- Extra-curricular activities and after school clubs
- Letting of school premises or grounds in accordance with LCC guidelines and charges
- Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision
- Charges for materials or ingredients where pupils wish to have the finished product
- Charges will be made for school meals except for those children eligible for free school meals or universal infant free school meals

Consideration also needs to be given to:

- The proportion of the costs recovered where a charge is to be made;
- Whether the remission is to extend beyond the statutory minimum
- Whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined
- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey
- Any charge for a pupil activity must not exceed the actual cost. Of further funds need to be raised to help in hardship cases, this must be voluntary
- For lettings, the charge should at least cover the cost, including
 - Services (heat and light)
 - Staffing (security, caretaking and cleaning)
 - Administration
 - Wear and tear

Remissions

Children who are in receipt of free school meals will, in addition to having free school meal entitlement, also be entitled to a remission of 50% of fees for individual music lessons and 50% off the cost of school residential trips.

Voluntary contributions

Parents will be invited to make a voluntary contribution for the following:

- Education provided on any trip that takes place during school hours. Letters to parents will make it clear that the request is for a voluntary contribution and in no way represents a charge. The letter will also make it clear that the contribution is genuinely voluntary and a parent is under no obligation to pay, that pupils will not be treated differently according to whether or not their parents have made any contribution and that contributions will not exceed the actual cost of the activity.
- Swimming lessons. Swimming is part of the National Curriculum but voluntary contributions are requested to cover the costs. No child will be prevented from going to swimming lessons if their parents are not able to make a voluntary contribution.

The cost of any optional extra undertaken by any pupil whose parents are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget or appropriate grant.

Mrs CV Collett

Executive Headteacher

Mrs R Blowers

Chair of Governors

Updated: September 2018

To be reviewed: September 2019