



**Meeting Individual Needs**

# **Charging and Remissions Policy**

**Updated: September 2018**

**Review date: September 2019**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, practical activities and visits can make towards a child's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children and as additional optional activities.

This charging policy has been compiled in line with DFE requirements and in accordance with sections 449 - 462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. Further information is given in 'A guide to the law for School Governors' (Chapter 23) This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code. Updated information is in 'Charging for School activities' Advice for governing bodies, school leaders, school staff and local authorities, November 2013, and complements the information given in section 7.5 of the Governors Handbook. These guides accurately reflect the terms of the Education Act 1996, but are not a substitute for those terms.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for ensuring its implementation.

## **Aims**

To set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Charges**

### **No charges can be made for:**

- Admitting a child into school.
- Education provided (including materials, equipment and transport) during the school hours - "School hours" are those the school is actually in session and do not include the break in the middle of the day.
- Education provided outside school hours if it is part of the national curriculum, or part of religious education.
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent.

### **Schools can charge for:**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras.
- Music and vocal tuition, in limited circumstances.

### **Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of religious education.
- Transport (other than transport that is required to take the child to school or to other premises where the local authority/governing body have arranged for the child to be provided with education);
- Board and lodging for a child on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

### **Residential Activities**

The school reserves the right to charge for residential activities in line with the guidance with the Education Act 1996 and the 'A Guide to the Law for School Governors' Chapter 23).

Our school will not charge for:

- 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
- Or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential visit

### **Remissions and Concessions**

The school will give consideration to the remission of charges including where a residential trip takes place wholly, or mainly, during school hours for parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing they are not entitled to Working Tax Credit and do not exceed the threshold published by the Inland Revenue).
- Income related employment and support allowance
- Universal credit in prescribed circumstances (when fully in place)
- The guarantee element of the State Pension Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and children, and this will be determined by the Governing Body and Head Teacher.

### **Musical Instrument Tuition**

There is an exception to the rule about not charging for activities in school hours. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department of Children, School and Families (DCSF) to specify circumstances where charges can be made for music tuition. The new regulations, which came into force in September 2007, provide children with greater access to vocal and instrumental 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 the National Curriculum or as detailed in Governor Guide to the Law.

### **Voluntary Contributions**

Parents / carers will be invited (in line with Education Act 1996) to make voluntary contributions (cash or in kind) for any activity taking place during or outside school hours, school equipment during or outside school hours, school equipment and school funds generally.

The terms of any request made will specify that the request for voluntary contributions in no way represents a charge and that any child/ren of parents / carers who do not contribute will not be treated any differently. In the event of insufficient voluntary contribution being made the activity may have to be cancelled and refunds given – this will be made clear in the planning stage.

### **Transport**

Schools **cannot** charge for:

- Transporting registered children to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered children to other premises where the governing body or local authority has arranged for children to be educated.
- Transport provided in connection with an educational visit

### **Education Outside School Hours**

Parents can 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.

The Governors reserve the right to charge for optional extras (outside of school hours) including after school clubs.

After school club charges are currently set by governors and will be administrated as follows:

- Based on £4 per child per session per club.
- Full cost charged in advance for the number of weeks that a club will run
- Refunds will NOT automatically be given if a child does not attend (issues around access to places for the remainder of the club). They will only be given if the place can be reallocated.
- Additional charges may be made if a coach/outside group deliver the activity supported by school staff employed for the club.

The club can only be run if the school can support additional costs through other sources such as fundraising and voluntary contributions. Governors will review/amend as necessary.

The school must decide which class, age, groups of children will benefit from the activity.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages the Head Teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at the discretion of the Head Teacher in consultation with the Chair of Governors.

Loss / damage to school library books

£6 will be charged for damaged or lost school library books.

### **General**

The Governing Body may from time to time amend the categories for which a charge may be made.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

### **Lettings**

Haughton School do not let rooms.