

Policy Statement & Procedures

Charging and Remissions

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| **Category:** |  |
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| No |  |



**Charging & Remissions Policy Statement & Procedures**

**Scope**

This document is applicable to the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ✓ | Parent/s & Carers |  | Staff | ✓ | Community |
|  | Children |  | Governors |  | Volunteers/Visitors |
|  | Contractors |  |  |  |  |

**Policy Statement**

The school will:

* Manage charging and remissions in accordance with guidance from relevant legislation including the schools funding agreement with the Department for Education; the law on charging for school activities; and give consideration to *Sections 449-462 of the Education Act 1996, Section 6.6.5 of the Governor’s Handbook, Charging for school activities;* and any subsequent Act/s and/or national/regional guidance;
* Not charge for:
	+ Education that is part of the Early Years Foundation Stage Curriculum or the National Curriculum that is 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 Early Years Foundation Stage Curriculum or the National Curriculum, or part of 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/carer;
	+ An admission application;
* Consider charging for (see procedures for further information):
	+ Any materials, books, instruments, or equipment, where the child’s parent/carer wishes him/her to own them;
	+ Optional extras;
	+ Music and vocal tuition, in limited circumstances;
	+ Community facilities;
* Ensure that the procedures set out in this document are administered equitably to ensure no family or child is unfairly prejudiced due to their financial circumstances.

**Related Documents**

This policy and procedures should be considered in relation to the guidance listed above and:

* Hire of Premises Policy Statement and Procedures

**Procedures**

*For the purposes of this document, the term ‘school hours’ does not include the break in the middle of the day.*

**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 part of the school curriculum/s;
* Education provided outside of school time that is not part of religious education;
* Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority/Board of Governors have arranged for the pupil to be provided with education);
* Board and lodging for a child on a residential visit;
* Extended day services offered to pupils (e.g. breakfast club, after-school clubs, tea, supervised homework sessions, extra-curricular clubs).

In calculating the cost of optional extras, an amount will be included in relation to the following (where applicable):

* 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

In the case where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils, e.g. on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, where applicable. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

To date, the Board of Governors have agreed to use Pupil Premium funding to subsidise the cost of some optional extra activities, namely extra-curricular clubs and educational visits. This means that any child in receipt of the Pupil Premium Grant will not be asked to pay for chargeable optional extra activities.

**Voluntary Contributions**

The school will ask parents/carers to make a voluntary contribution to the cost of school activities, e.g. educational visits. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents from the outset. The school will also make it clear to parents/carers that there is not obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. The school will make this clear to parents/carers from the outset. If a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

The school will not pressurise parents/ carers when requesting voluntary contributions. The school will not send colour-coded letters to parents/carers as a reminder to make payments. However, the school will contact parents/carers to ascertain if they intend to make a contribution in order to determine whether a planned visit can go ahead or not.

**Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges will be applied for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil’s parent/carer. Charges will not exceed the cost of the provision, including the cost of staff who provide the tuition.

Charges will not be made where the tuition is part of the Early Years Foundation Stage Curriculum or the National Curriculum. Similarly, no charge will be made in respect of a pupil who is looked after by the Local Authority (within the meaning of Section 22(I) of the Children Act 1989).

**Transport**

The school will not charge for:

* 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 Board of Governors or Local Authority has arranged for pupils to be educated;

**Education Partly During School Hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge will only be made for the activity outside school hours if it is not part of the school’s curriculum/s.

If 50% or more of the time spent on the activity occurs during school hours, it will be deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

Where less than 50% of the time spent on the activity falls during school hours, it will be deemed to have taken place outside school hours.

**Community Facilities**

The school will charge for the use of its facilities to members of the community. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Any profit made from charges related to community facilities will be spent on the purposes of the school and/or on community facilities. Please see Hire of Premises Policy Statement and Procedures for further information.