

Charging and remissions policy

Campton Lower School



Approved by:	Nicky Fletcher
Signed:	
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1. Aims

At Campton Lower School we believe that all of our pupils should have the opportunity to benefit equally from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' independent financial means. The staff and governors recognise the valuable contribution made to children's academic, personal and social education through educational visits and extra-curricular activities and will do all they can to ensure that all children benefit.

We aim 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 be made

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 449-462 of which set out the law on charging for school activities in maintained schools in England.

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 body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

4.2 The 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

The staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The headteacher will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents 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 the school 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
 - 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

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 provided in connection with an educational visit

5.3 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
 - Religious education

6. Where charges can be made

Below we set out **what the school 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 below)
 - Music and vocal tuition, in limited circumstances
 - Certain early years provision
 - Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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
 - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs and supervised homework sessions)
- School stock. Current charges for stock are as follows:
 - Ties £3.00
 - PE Bags £3.50
 - Book Bags £4.00

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 which is to be charged for.

6.3 Music tuition

The school 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

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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: School trips and visits, educational events in school, visitors to school linked to curriculum subjects, DT activities (for which families may be asked to contribute ingredients or materials), transport to swimming and swimming lessons.

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 this school charges for

The school will charge for sports clubs (if arranged through the school) e.g. through 'Sport Support' or 'Redborne School Sport Partnership'. Parents pay the school directly for participating in any after or before school clubs. Whilst the school receives Sport Premium funding, the charge to parents will be £1 per session.

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 Subsidies

On occasion the school may elect to subsidise activities taking place in the school day, from the school fund or delegated budget. The subsidy may apply to:

- All children equally
- Enable particular children whose parents/carers are known to be experiencing financial difficulty to participate, or for whom the school receives the Pupil Premium
- Enable an activity or outing which has been insufficiently funded from contributions and which would otherwise be cancelled to take place.

Where there is a difficulty that may preclude a pupil from participating in an activity, parents'/carers' should apply to the headteacher in writing explaining the reasons for requesting financial support. Wherever possible support will be given, although as noted above if too many parents are unable to make a contribution to an activity, and the school cannot fund it from some other source, then it may have to be cancelled.

10. Monitoring arrangements

The headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the Resources Committee.