



# Leamington Community Primary School

*Together we make a Difference*

## Charging and Remissions Policy



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# **Leamington Community Primary School: Charging and Remissions Policy**

## **Aims**

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 be made

## **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 England.

## **Definitions**

- *Charge*: a fee payable for specifically defined activities
- *Remission*: the cancellation of a charge which would normally be payable

## **Roles and responsibilities**

### *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.

- If needed, the responsibility for approving the charging and remissions policy has been delegated to the Staffing and Finance Committee.
- If needed, Monitoring the implementation of this policy has been delegated to the Staffing and Finance Committee.

### *Headteacher:*

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### *Staff:*

Staff are responsible for implementing the charging and remissions policy consistently. Staff are also responsible for notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The school will provide staff with appropriate training or support in relation to this policy and its implementation.

### *Parents/carers:*

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **Where charges cannot be made**

### **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 pupil is being prepared for at the school;
  - 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.

### **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 that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school;
- Transport provided in connection with an educational visit (a voluntary contribution may be requested but failure to contribute would not result in a child being excluded from the visit).

### **Residential visits:**

- The educational activities provided on any visit that takes place during school hours;
- The educational activities 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 pupil is being prepared for at the school;
  - Religious education;
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **Where charges can be made**

### **Education:**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- Optional extras (see optional extras section);
- Music and vocal tuition, in limited circumstances (see music and vocal tuition section);
- Certain early years provision;
- Community facilities.

### 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 pupil is being prepared for at the school;
  - Religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (such as breakfast club and after-school club).

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.

In regards to charging for optional extras:

- 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.

### Music tuition:

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is implemented at the request of the pupil's parents/carers. 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.

### Residential visits:

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### Voluntary contributions:

As an exception to the requirements set out in the 'Where charges can be made' section 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 (non-residential);
- Sporting activities (off-site);
- Visitors to school (hosting an activity on the school site).

*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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.*

### Activities we charge for:

The school will charge for the following activities:

- Residential visits (see 'residential visits' sections above for details on how the cost is calculated);
- Breakfast club (£1 per child, per day to cover the cost of food);
- After-school clubs that are hosted by an external professional, i.e. Judo/Fencing (cost is calculated by the external professional);
- Visits organised through an extra-curricular club, i.e. dance group outings to the theatre (cost will be for admission fee only).

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed annually.

### Remissions:

In some circumstances the school may not charge for items or activities set out in the 'Charging' sections of this policy. This will be at the discretion of the Headteacher and Governing Body and will depend on the activity in question. If parents/carers require support in paying charges for activities, they should see the Headteacher.

### Monitoring arrangements:

The Headteacher, along with office staff, monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed annually.

At every review, the policy will be approved by the Governing Body.