



# Charging and Remissions Policy

## Calcot Infants and Junior Schools

### 1. Document Control

Adopted / Adopted and Adapted / Schools own: **A&A from WBC model**

Review period: **Annually**

Responsible committee: **Finance, Health, Safety and Premises**

Statutory: **Statutory and Legal**

Required on website: **Yes**

Ratified by committee: **October 2023**

Review due: **October 2024**

Chair of Governors' signature: **Mrs Julia Kidd**

### 2. Change History

Version	Date	Amendment or No Change
1	2016 October	Amended
2	2017 October	No changes
3	2018 November	Amended
4	2019 October	No changes
5	2020 October	No changes
6	2021 October	No changes
7	2022 October	No changes
8	2023 October	Amended

### 3. Website History

Version	Date on website
8	2023 October

# Charging and Remissions Policy

## Purpose and background

The schools wish to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions.

## Legislation and Guidance

The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

## Definitions

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

## Policy objectives

**Charging** No pupil should have his/her access to the curriculum limited by charges. However, the schools reserve the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the schools reserve the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

**Voluntary Contributions** Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

**Remissions** The schools will apply the statutory minimum remissions to any charges that they make. This is in respect of pupils who are entitled to free school meals. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher or the Governing Body.

**Liability for personal property** The schools do not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher.

## Management of policy

**Staff:** This policy is implemented and managed by the Headteacher

**Governing Body:** The Governors' Finance, Health, Safety & Premises Committee reviews this policy on a regular basis and recommends amendments to the Governing Body for final decision.

**Approval:** **Approved by the Governing Body**

**Next review due:** **Autumn 2024**

## Associated policies

Financial Management

Publication Scheme on information available under the FOIA

Confidential Reporting (Whistleblowing)

## Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

## Where charges cannot be made

Below we set out what we **cannot** charge for:

1. Education
  - a. Admission applications
  - b. Education provided during school hours (including the supply or any materials, books, instruments or other equipment)
  - c. Education provided outside of school hours if it is part of:
    - i. The National Curriculum
    - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - iii. Religious education
  - d. Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
  - e. Entry for a prescribed public examination if the pupil has been prepared for it at the school
  - f. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
2. Transport
  - a. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
  - b. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
  - c. Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
  - d. Transport provided in connection with an educational visit
3. Residential visits
  - a. Education provided on any visit that takes place during school hours
  - b. Education provided on any visit that takes place outside school hours if it is part of:
    - i. The National Curriculum
    - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - iii. Religious Education
  - c. Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## Voluntary contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sports activities
- Food activities

The school also reserves the right to ask for contributions towards the cost of replacement items incurred as a result of breakages, loss or damage to books, equipment, materials etc other than by fair wear and tear.

There is no obligation for parents to make contributions 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.

### **Where charges can be made**

#### **1. Education**

- a. Any materials, books, instruments or equipment where the child's parent wishes hi/her to own them
- b. Optional extras (see below)
- c. Music and vocal 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 staff giving the tuition. Charges cannot be made if teaching is an essential part of the National Curriculum, or provided under the first access to the Key Stage 2 instrumental and vocal tuition programme, or for a pupil who is looked after by the Local Authority.
- d. Certain early years provision
- e. Community facilities
- f. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet an examination requirement for a syllabus.

#### **2. Optional Extras – In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:**

- a. Education provided outside of school time that is not part of:
  - i. The National Curriculum
  - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - iii. Religious Education
- b. Examination fees if the registered pupil has not been prepared for the examination(s) at the school
- c. 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)
- d. Board and Lodging for a pupil on a residential visit
- e. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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.

The financial arrangements for extra-curricular activities are made using the School Fund.

### 3. Residential visits

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

## **Activities we charge for**

The school reserves the right to charge for the following activities:

Before and after school clubs (see Early Birds/Tea Birds terms and conditions). Charges will be proportionate to the costs incurred by the school. The organisers of activities will normally determine a charge to cover the costs of:

- Staffing costs
- Materials, books and equipment
- Food provided within the session

Materials used for practical activities where the parent/guardian has indicated that they wish to own (take home) the finished product (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil then the pupil shall undertake the exercise but not be allowed possession of the article on completion),

Activities that take place during Lunch breaks

## **Remissions**

Where pupils are eligible for Free School Meals, the school may not charge for items or activities set out above. In the case of particular need, remission outside these parameters will be at the discretion of the headteacher or Governing body

Details of any remission arrangements will be made clear when parents/guardians are informed of charges for individual activities.