

Harwood Meadows Primary School



CHARGING AND REMISSIONS POLICY

Version and Date		Action/Notes
1.0	16/10/2023	Reviewed by HG Approved by Governors at FGB meeting 5 th December 2023
1.1	14/10/2024	Reviewed by CJ

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 Board

The governing board 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 board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resource Committee. Monitoring the implementation of this policy has been delegated to the Headteacher.

Headteacher

The head teacher 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 charges and remissions policy consistently
- notifying the head teacher 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 in relation to this policy and its implementation

Parents

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

Below we set out what we cannot charge for:

- 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
- entry for a prescribed public examination if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

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

Where charges can be made

Below we set out what we can charge for:

- any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- optional extras (see section 6.2)
- music and vocal tuition, in limited circumstances (see section 6.3)
- certain early years provision
- community facilities
- 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 any examination requirement for a syllabus

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for:

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
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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 clubs and after-school clubs)

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)

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.

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

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 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 workshops.

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. Refunds will not be issued if a child is not in school on the day of the trip / activity.

Activities we charge for

The school will charge for the following activities (as per 6.2):

- breakfast club
- after school club
- extra-Curricular clubs
- pupil photos
- school trips and workshops

The cost is calculated on the expenditure in which the school incurs to run the activity. For example the resources, facilitation and facility costs. For regular activities, the charges for each activity will be determined by the Finance and Resource Committee and reviewed on a regular basis. Parents will be informed of the charges a term before they are implemented.

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.

Remissions for residential visits

Families who are eligible for pupil premium funding may be exempt from paying the full cost of board and lodging for residential visits. The discretion for families with alternative hardship is delegated to the Headteacher.

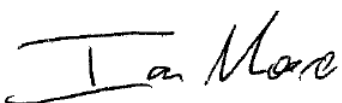
Monitoring arrangements

The School Business Managers monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the Full Governing Body every year. At every review, the policy will be approved by the governing board.

This policy was adopted for full implementation on 5th December 2023.

This Policy will be reviewed by the Governing Body on a yearly cycle and must be signed by the Chair of Governors and Headteacher.

Policy Reviewed:	Autumn Term 2024
Next Review:	Autumn Term 2025
Signature of Chair of Governors: 	Signature of Headteacher: 