



Charging and remissions policy

Last reviewed on: September 2023

Next review due by: July 2025

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This school is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Aims

Our aim is to:

Have robust, clear processes in place for charging and remissions which clearly sets out what can be charged for and when these charges can be made.

2. Legislation and guidance

- **Legal framework** This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:
- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governors' Handbook'
- The Trust Funding Agreement

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

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 are not being made

Below we set out what we **do not usually** charge for:

5.1 Education

- Admission applications
- All activities that are a part of the National Curriculum including religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.
- 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
- Lunches and refreshments for the pupils

In the event that charges are made for any activity, during the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. In these circumstances no pupil will be prevented from participating.

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

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

6. Where charges can be made

6.1 Education

We **can** charge for:

- Uniform items – School sweatshirt, polo shirt, cardigan, T Shirt - based on a costs to the school basis rather than a profit approach
- 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
- Damage to school equipment or property including property belonging to another which has been damaged as a result of another child's action.
- Where an external candidate has requested to sit an exam, they will be liable for payment of the examination entrance fee plus an additional fee to cover the administration costs involved. This additional administration fee to be determined by the Head of Centre
- The cost of re-entering a pupil for an exam where they have been deliberately absent from the exam or where their actions have caused them to be removed from the exam room either before or during the examination

6.2 Optional extras

- We reserve the right to charge for optional, extra activities which are provided outside of the school day, for example after-school clubs and activities which are not part of the National Curriculum or are for religious education, nor are they part of an examination syllabus.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

We can charge for vocal or instrumental tuition provided to an individual or to groups of pupils, if that 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

6.4 Non accidental damage

Parents will be required to pay for any damages which may be occasioned solely through the misconduct, recklessness or carelessness of their son/daughter to the School, person or property of any other parties.

7. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8. Monitoring arrangements

The Head Teacher monitors charges and remissions, and ensures that these comply with this policy.

This policy will be reviewed by the Head Teacher annually.

At every review, the policy will be approved by the governing board.