



Charges and Remissions Policy

This policy has been drawn up to help Governing bodies, school leaders and school staff on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The Governing Body recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational activities taking place during school hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Voluntary contributions may be requested to enable the school to run extra activities (including trips and visits) which are deemed educationally desirable. The school will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are collected to cover costs, activities may be cancelled.

Schools must ensure that they inform parents on low incomes and in receipt of benefits that support is available to them when being asked for contributions towards the cost of school visits. Appendix A.

Where a non-school or LEA organisation arranges an activity to take place during school hours and parents/carers give their consent to their son or daughter taking part in the activity, such an organisation may make a charge.

Educational activities taking place outside school hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and lodging
- Entrance fees
- Insurance costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity

The governing body will review and monitor the policy and evaluate its effectiveness.

Agreed by Governors: February 2016

Reviewed: February 2018



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The charge should not subsidise any other pupil participating. Any remission of charges for individual students should be met from the school budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

School meals and milk

Charges are made for school meals and milk (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals).

Photographs

Individual and class photographs taken by the school's appointed photographer or by the school are offered for sale from time to time.

Individual instrumental tuition

Charges are raised by the peripatetic music teachers and must be paid directly to them.

Loss of or damage to school property

Loss of, damage to, or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or a deliberate act. The charge will be the cost of replacement or repair, except in exceptional circumstances where the Headteacher may agree a lower cost.

Similarly a charge will be levied in respect of willful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Other charges

The school may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports etc.

Voluntary contributions to the school fund

Parents/carers may be invited to make a financial contribution to the school fund. Implementation of this will be subject to Governing Body approval.

The school fund will be used to:

1. acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the school's mainstream budget, and may be used to support a pupil participating in an activity outside school hours where that student's parent/carer is not in a position to make the requested contribution.

It will be made clear in all correspondence to parents/carers inviting contributions to school fund that such contributions are wholly voluntary.

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Remission of charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Headteacher.

Appendix A

Schools must ensure that parents in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14) are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities.

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Agreed by Governors: February 2016

Reviewed: February 2018



Believe to Achieve

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Agreed by staff: September 2014 Agreed by Governors: September 2014
Review: September 2015