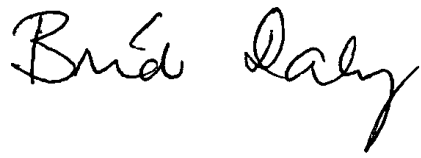




# Charging Policy

Updated by	Katherine Johnston
Governor Responsible	Brid Daly
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Review period	Annual
Signed	

## **Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activities that can be charged for and when charges will be made.

## **Legislation and Guidance**

This policy is based on advice from the Department of Education (DfE) on Charging for School Activities and the Education Act 1996 (sections 449-462), which set out the law on charging for school activities in schools in England.

## **Definitions**

- Charge: a fee payable for specially 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 Head Teacher.

The Governing Body also has overall responsibilities for monitoring the implementation of this policy. In our schools, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

### **The Head Teacher:**

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

### **Staff:**

Our Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notify the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Senior Leadership Team will provide staff with appropriate training in relations to this policy and its implementation.

### **Parents:**

Parents are expected to notify Staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

## **Where Charges cannot be made**

Below we set out what the school cannot charge for:

### **Education:**

- Admissions applications
- Education provided during the school hours (including the supply of any material, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - Religious Education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of a pupil's parent.

### **Residential Visits:**

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - 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**

Below we set out what our schools can charge for:

### **Education:**

- Any materials, books, instruments or equipment, where the child's parents wishes them to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provisions
- Community facilities

### **Optional Extras:**

We are able to charge for activities known as 'optional extras'. In these cases, our schools can charge for providing materials, books, instruments or equipment.

The following are optional extras:

- Education provided outside the school time that is not part of:
  - The National Curriculum
  - Religious Education
- Transport (other than transport that is required to take pupils to school or to other premises where the local authority / governing body has arranged for the pupils 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, After School Clubs or Enrichment 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 extras
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for serviced purely to provide an optional extra (including supply teachers engaged specifically to provide the option 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 charges 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 our 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**

The school can charge for vocal or instrumental 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 the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the Nation 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 **Where charges cannot be made** section of this policy, the school is able to ask for voluntary contributions from parents to fund activities during the schools hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include trips, residential visits, sports activities, theatre trip and workshops run by external providers where there is an associated cost to the schools.

There is no obligation for the parents to make any 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.

### **Activities our Schools Charges for**

Our Schools will charge for the following activities:

Extended School activities including Breakfast Club, After School Club and Enrichment Clubs. The charges are calculated to include staff, building maintenance and administrative costs.

We will charge pupils an amount to the full cost of board and lodging on residential trips except where pupils are legally entitled to remissions.

For regular activities, the charges for each activity will be determined by the Senior Leadership Team and parents will be notified.

### **Remissions**

In some circumstances the school may not charge for items and activities set out in the **Where charges can be made** and **Activities our schools charges for** sections of this policy. This will be at the discretion of the Governing Body and Head Teacher and will be reviewed on an individual basis.

### **Monitoring Arrangements**

The School Business Manger monitors charges and remissions, and ensure these comply with this policy.