

Charging and Remissions Policy

ST. SAVIOUR'S C of E PRIMARY SCHOOL



Approved by:

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Have a commitment to ensure consistency of treatment and fairness and to abide by all equality legislation
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

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

4. Principles

- The school will seek to minimise the charges levied upon parents for educational and enrichment activities
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- Charges will not normally be made for academic equipment although this may be necessary in exceptional circumstances; e.g., resources for cookery
- The school will not seek to make a profit from charging of parents and carers. It will seek to cover the costs from activities and resources which could not be provided otherwise from within school funds.
- Whenever possible, curriculum trips will be organized so that they do not incur a cost for parents and carers
- Governors recognise that some trips will be expensive and that not all families will be able to afford them

5. Roles and Responsibilities

5.1 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 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 Resources Committee**.

Monitoring the implementation of this policy has been delegated to the **Finance and Resources Committee**.

5.2 Head Teachers

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

5.3 Staff

Staff are responsible for:

- Implementing the charging 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

5.4 Parents

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

6. Where charges cannot be made

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

6.1 Education

- 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

6.2 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
- Transport provided in connection with an educational visit

6.3 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

7. 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
- For Residential Visits, the cost of travel, board and lodging can be charged to parents/carers, but the charge will not exceed the actual cost. When a trip is offered to more students than places available, parents/carers will be notified of the policy for allocating places.
- Enrichment activities which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education. Charges will not exceed the actual cost of provision
- Music and vocal tuition that is not prescribed as part of the core curriculum, and provided at the request of parents/carers. Charges will be made for music, instrumental hire and tuition but will not exceed the cost of the provision.

8. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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

- Activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise another student.
- The cost of materials, ingredients in certain subjects (e.g. arts and crafts, needlework or cookery) when there is a finished product.

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.

The school is not in a position to subsidise trips for all children. The school reserves the right to cancel trips where voluntary contributions are not sufficient to meet the cost of the trip.

9. Cancellation or withdrawal from Trips

If a trip is cancelled by the school then any money paid by parents/carers will be refunded in full. When a student withdraws or fails to attend a trip, money paid in advance will not be refunded. School trips are invariably paid for in advance and costs committed cannot be recouped. In exceptional cases, usually involving residential trips, it will be possible to find a substitute student to attend. In such cases, the school may be able to refund payment made by a person who withdraws. However, the school can make no commitment that a refund will be possible.

10. Administration Charges

The school incurs a high level of 'invisible' costs relating to trips. These include the time of the Educational Visits Co-Ordinator, cover for colleagues taking the trips and the maintenance of equipment to be taken on trips. However, the school will absorb these costs and will not charge an administration fee

11. Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and to ensure no student is deprived of playing a full part in the life of the School due to family size and economic grounds. To this end we will try to adhere to the following guidelines:

- Allow for payments in installments where possible
- Where an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a first pay, first served basis discriminates against students from families on lower incomes and we will avoid that method of selection.
- Where family hardships make it difficult for children to take part in activities where a charge applies, the Governing Body will allow parents to apply in confidence for the remission of charges in part. Authorisation of remission will be made by the Head Teacher according to the degree of need and the availability of funding.

12. Monitoring Arrangements

The Educational Visits Co-Ordinator monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed and approved by the Finances and Resources Committee on an annual basis.

13. Links to Other Policies

- Educational Visits Policy
- Finance Policy