



# **Charging and Remissions Policy**

*(Statutory policy)*

## **1. PRACTICE AND PROCEDURES**

This policy is to be read in conjunction with the Governance Policy's Terms of Reference of the Governing Body's Finance Committee and the attached appendices. Please also refer to the Childcare Club and Lettings Policy.

## **2. MANAGEMENT OF POLICY**

**School:** This policy is implemented and managed by the Headteacher and School Business Manager, with reference to the other interested parties as necessary. It will be circulated to all staff with financial responsibility on an annual basis who will sign a checklist to confirm that they have read and understood the document and its appendices. This checklist should be presented to the Finance Committee and minuted annually.

**Governing Body:** The Governors' Finance Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final decision.

## **3. CHARGING AND REMISSIONS**

### **Purpose and Background**

The school wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

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## Policy Objectives

No pupil should have his/her access to the curriculum limited by charges or voluntary contributions, hence no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

**Charging** The school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

**Voluntary Contributions** Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

**Remissions** The school will apply the statutory minimum remissions to any charges that they make. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher.

**Information** In line with the school's Publication Scheme on Information available under the FOIA, single copies of information will be provided free of charge unless specifically stated otherwise in the Publication Scheme. The costs of providing greater quantities of information may be charged to the recipient, these to be advised prior to the request for information being fulfilled. The decision to charge will be at the discretion of the headteacher, except that where the costs exceed the "Threshold" as defined in the FOIA, the charge will be determined in line with the formula prescribed by the Act.

**Liability for personal property** The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher .

## Practice and Procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

## 4 Essential Activities

### Charging

It is not normally possible to charge for activities which are an essential part of the national curriculum, religious education or for an approved examination.

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Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Headteacher. The school may make a charge where the law permits it:

- the cost of board and lodging for all residential activities [subject to full remission being given those pupils whose parents are receiving at currently stipulated levels Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers' Allowance],
- musical instrument tuition for pupils in groups, if the teaching is not an essential part of either the national curriculum or a public examination syllabus,
- activities that take place during lunch breaks,
- the services of a non-school organisation employed during school hours,
- any charges levied by the LEA for services that it provides whilst applying the remission arrangements that the Authority considers appropriate,
- materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil, (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil then the pupil shall undertake the exercise but not be allowed possession of the article on completion).

### **Voluntary Contributions**

These may be asked for, but this must be done in line with the stated objectives of this policy. Organisers of activities may ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs □ tickets and entrance fees.

### **Budget**

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and, where appropriate, an allowance for a contingency. The financial arrangements for covering the costs of activities are made using the School Fund.

### **Communication**

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that there is no obligation to make a contribution, no pupil will be treated differently or not allowed to participate according to whether a contribution has been made.

It may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

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## 5 Other Activities

### **Charging**

A charge may be levied for activities available to our pupils that take place outside, or mainly outside, school hours that are not an essential part of the national curriculum, religious education or for an approved examination ('extra-curricular activities') in order to support the wide range of additional extra-curricular activities arranged by the school.

This will include After School Activity Clubs arranged by the school for which a charge may be levied. This charge is at the discretion of the school and is designed to cover costs. Any missed weeks will not require the school to pay a refund.

The organisers of activities will normally determine a charge to cover the costs of:

- travel, board and lodging
- materials, books and equipment
- costs of staff paid to attend the activity (not supply cover)
- associated administrative and support staff costs □ tickets and entrance fees.

### **Budget**

For an extra-curricular activity the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure. The financial arrangements for activities are made using the School Fund. **Communication**

When writing to parents the benefit and aims of the activity must be described along with any risks associated and remission policy.