



# Policy for Charging and Remissions

## 1. Introduction

The legislation maintains the right to free school education. We as a school agree in principle to this.

Legislation requires that education should be free from charge if it:

- Takes place in school (i.e. 9 a.m. – 12 noon, 1p.m. – 3.05p.m.)
- Is part of the National Curriculum or part of an agreed syllabus

The only exceptions allowed are:

- Instrumental tuition (small groups or individual) – there is no obligation for the Governing Body or LEA to provide individual instrumental tuition
- CDT and Home Economics (cooking) materials where parents have indicated in advance that they wish to own the end product.

## 2. Definition of Charges

The legislation refers only to charges made by the LEA, the school, or the governing body for 'optional extras' outside of school hours.

- Outside organisations, i.e. a third party, may charge parents/ pupils for activities, visits/ services involving pupils from the school within school time. Parents would be under no obligation to receive these services but would be required to ask the school to grant their children leave of absence to join any activity requiring time away from school. Any teaching staff involved would have to be satisfied that any arrangements would secure the safety and welfare of the children.
- Parents may also be invited to make 'voluntary contribution' to meet the cost of providing an activity/ visit.

## 3. Optional Extras

Charges can be made for optional extras, i.e. activities that take place outside the school sessions. The participation of children in these 'optional extras' depends solely on the basis of parental choice.

- If sufficient numbers of parents do not wish their children to participate in 'optional activities', then the proposed activity need not take place
- Before the optional activity can take place, parents must be asked, in advance, whether they agree to the activity and are willing to pay for it
- Charges for individuals must not exceed the unit pupil cost of the activity
- Charges will not include the cost of teachers at this school. Costs for specialised teachers, teaching for the duration of the activity and not employed by the LEA or governors, can be included.

#### 4. Definition of Education held partly within school hours

- **Activities at school**

Where an activity/ visit takes place partly during school hours and partly out of school, a 50% rule applies. If 50% or more of the time is spent on the activity / visit during school time (including any travelling time), the law does not allow any charge to be made. If 50% of the time is outside of school sessions, then a charge may be made as this is defined as an optional extra.

- **Residential Activities**

The Act requires that calculations for the charging of visits/ activities be based on half days and the number of school sessions, i.e. morning session/ afternoon session. If the number of school sessions is more than the number of half days spent on a residential visit, then no charge can be made.

*Example 1*

<i>A residential visit in term time for 5 days (Wed – Sun)</i>	<i>Wednesday</i>	<i>= 2 sessions</i>
	<i>Thursday</i>	<i>= 2 sessions</i>
	<i>Friday</i>	<i>= 2 sessions</i>
		<b><i>= 6 sessions in total</i></b>
	<i>Saturday</i>	<i>= 2 half days</i>
	<i>Sunday</i>	<i>= 2 half days</i>
		<b><i>= 4 half days in total</i></b>

***There can be no charge for this visit (with the exception of board and lodging)***

*Example 2*

<i>A residential visit in term Time for 3 days (Fri – Sun)</i>	<i>Friday</i>	<i>= 2 sessions</i>
		<b><i>= 2 sessions in total</i></b>
	<i>Saturday</i>	<i>= 2 half days</i>
	<i>Sunday</i>	<i>= 2 half days</i>
		<b><i>= 4 half days in total</i></b>

***There can be a charge for this visit***

## 5. Remission of Charges

This school will take into account the circumstance of parents of any pupil whose parents have informed the school that they are on family income support, family credit or in receipt of unemployment benefit. In cases of hardship, any parent of pupils will also be exempted from all or part of any charges at the discretion of the headteacher and/ or governors for all of the following:

- Board and Lodging on Residential Visits
- Tuition costs of having individual tuition for a musical instrument in school sessions
- Activities or trips that take place or wholly out of school hours.

Should there be any wanton damage caused by identifiable pupils, charges will be made.

## 6. Voluntary Contributions

The Act does not prohibit the school or LEA from seeking voluntary contributions for the benefit of the school or in respect of any school activity, whether during or outside of school hours, residential or non-residential.

It must be made clear that any contributions should be genuinely voluntary, that there is no obligation to contribute and that registered pupils will not be treated differently, according to whether their parents have made a voluntary contribution or not.

If an activity cannot be funded without voluntary contributions, then this must be made clear at the outset. It should also be made clear that the activity/ visit would not take place if parents were reluctant to support it. The act states that there is no restriction placed upon the use which can be made of such contributions or the level of contribution.

## 7. Summary

- Should there be any wanton damage caused by identifiable pupils, charges will be made.
- Charges will be made for most individual (one-to-one) and small group instrumental tuition.
- Charges will be made for CDT and Home Economics (cookery) materials, where parents have indicated in advance that they wish to own to the end product.
- Charges may be remitted for parents on family income support, family credit or unemployment benefit. In cases of hardship, any parents of pupils will also be exempted from all or part of any charges, at the discretion of the headteacher and/ or governors.
- Where the school does not have the resources to provide activities/ visits/ services for the children, then parents will be asked to make voluntary contributions towards part or all of the cost of the activity/ visit etc.
- Third parties, i.e. school photographer, school book club etc. may make a charge, provided parents of children are not under any obligation to receive the service/ product etc.

**Signed Chair of Governors** ..... **Date** .....

**Signed Headteacher** ..... **Date** .....

