

Sheerness West Federation

**CHARGING AND REMISSIONS
POLICY**


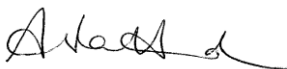


September 22

Review: December 25

"Dreams Come True With A Positive View"

Policy Review Process	
Frequency of Review	3 Years
Reviewed	September 22
Reviewed By	Mrs L Nunn
Next Review Date	December 25

Policy Status	<i>Statutory</i>
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Policy Approval			
Policy to be approved by:		<i>Governing Body</i>	
Title	Name	Signed	Dated
Chair of Governing Body	Mr M Azzi		05.10.2022
Executive Headteacher	Mrs A Pattenden		05.10.2022
Head of Rose Street	Mrs S Mackay		05.10.2022
Head of West Minster	Miss H Brewer		05.10.2022
Date Policy Ratified by Governing Body / FLT			05/10/2022

This document is stored electronically in Office 365 and can be printed on request.

All due regard has been given to the Equality Act 2010 when creating the terms and conditions of this policy.

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Aims

Our School aims to:

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

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 449-462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on [Statutory Policies for Schools and Academy Trusts](#).

Definitions

- **Charge:** a fee payable for specifically 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 Executive Headteacher.

The Governing Body has overall responsibility for monitoring the implementation of this policy.

Executive Headteacher

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

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

Where charges cannot be made

Below we set out what we cannot charge for:

Education

- Admissions 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

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 Body or Local Authority have arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for the examination at the school
- Transport provided in connection with an educational visit

Residential Visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of 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 school
 - 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 we can charge for:

Education

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

Optional extras

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

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority or Governing Body has arranged for the pupil to be provided with education)
- Board and lodgings for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after school clubs, tea and supervised homework sessions)

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 extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional 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 charge 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 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 being charged for.

Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to a group 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 National 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 the section '*Where charges cannot be made*' of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include, school trips, sporting activities and year 6 post SATs activities.

There is no obligation for parents to make any contribution, and no pupil 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 the activity or visit then it will be cancelled.

Calculating Charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions, fundraising and will be referred to the Governing Body for consideration for financial support through school budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

In some circumstances the school may not charge for items or activities as set out as chargeable in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

The school will seek to alleviate as much cost to children in 'challenging circumstances' as is possible in order to reduce costs to the family.

Parents who can prove they are in receipt of any of the following benefits (those which also apply for the entitlement to Free School Meals), can apply for assistance with charges being requested from them:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the stated amount;
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2008, the family income must be less than the stated annual limit, after tax and not including any benefits)

Through discussion and professional knowledge (Pastoral Team, Social Services etc) the Head of Schools may seek to remit charges as fully as is possible.

Monitoring Arrangements

The Head of Schools monitors the charges and remissions, and ensures they comply with this policy.