



Charging and Remission Policy

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Approved and Authorised by	Finance committee
Statutory	Yes
On school website	Yes
This policy has been impact assessed against race, gender and disability and no adverse impact has been identified	

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1. 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 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.

3. Definitions

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

4. Roles and responsibilities

4.1 The governing board

The governing board 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.

Monitoring the implementation of this policy has been delegated to the headteacher.

4.2 Headteacher

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that 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.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

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

5.1 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/carer
- 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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 for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging 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, but the charge must not exceed the actual cost.
- 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/carers 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 that is to be charged for.

6.3 Music tuition

Schools 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/carer.

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

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

The following is a list of additional activities, organised by the School, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School residential trips;
- Musical events.

In such cases the school will invite parents to contribute to the cost of the trip. The school will suggest an appropriate sum for the contribution, which will not exceed the total cost of the trip, calculated on a per pupil basis.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

8. Clubs

Wessex Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

Extended services enable our School to provide:

- high-quality learning opportunities either side of the School day
- ways of intervening early when children are at risk of poor outcomes, e.g. Summer School
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Wessex Primary School has its own breakfast club, as well as a range of clubs that run before and after the School day. Clubs run by members of Wessex staff are free of charge, however, there are clubs that are run by outside agencies that have a fee. There is an after-school club held at Wessex Primary School that is run and managed by Get Active. There is a charge for this, paid directly to Get Active.

For regular activities that are charged, the charges for each activity will be determined by the governing board and reviewed in May each year. Parents/carers will be informed of the charges for the coming academic year in July each year.

9. Damage to property and breakages

Where School property has been willfully damaged by a student or parent, the School may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the School has been charged, the School may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher.

10. Remissions or Concessions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

The School will consider the remission of charges to parents or carers who are in receipt of certain benefits or receive support under VI of the Immigration and Asylum Act 1999. Parents who receive these benefits may also be entitled to Free School Meals. The Headteacher or School Business Manager will authorise the remission charges. The School may subsidise part or all of the payment of some charges for certain activities.

Please note that pupil premium is not a personal budget for individual pupils, and schools do not have to spend pupil premium so that it solely benefits eligible pupils. It can also be used for whole class interventions, for example high-quality teaching, which will also benefit non-disadvantaged pupils. (See Pupil Premium grant conditions, [here](#))

11. School Meals

There is no charge for children who are entitled to Universal Infant Free School Meals, Pupil Premium children, or Free School Meals. Any parents who are on a low income and in receipt of certain benefits may be entitled to Free School Meals. If you believe your child may be entitled then please speak to a member of the admin staff, or email office@wessexprimary.org, who can check a data base for you. Any other child not entitled to Free School meals will be charged the daily rate, decided by the School. Meals are booked online at least 24 hours in advance.

12. Voluntary contributions to school fund

The Governing board request termly voluntary contributions from parents. These will be used to improve the learning environment and resources for the children. The current suggested donation is £22.00 per term or £60.00 per year. This is voluntary and can be paid via Abor. The

option for another amount is also available. We will remind parents firmly about this but not chase for payments.

13. Monitoring arrangements

The headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Finance Committee.