



Charging and Remissions Policy

		Review Period	Annual
Date of next review	Autumn Term 2021	Author(s)	B Grenfell
Type of Policy	Statutory	Approval	Governing Body
Signed by:			
Head Teacher		Date	
Chair of Governors		Date	

Charges for School Activities

The charging policy for school activities is in line with the Education Reform Act 1988, and a school statement has been prepared, which may be inspected on request. Salient features of the statement include the following:

School Admissions

It is not acceptable for Governors to operate criteria which take account of a parent's willingness or ability to make financial contribution as a condition of entry to an oversubscribed school.

Education During School Hours

Education provided wholly or mainly *during school hours should be free**. If the number of places for an activity is limited, the opportunity to participate must not depend on the parents' willingness or ability to make a voluntary contribution towards the cost.

**Exception* A charge is currently made for individual tuition in playing a musical instrument, where a pupil is in receipt of free school meals a reduced rate is applied.

No parent or pupil may be required to pay for or supply materials, books, instruments or other equipment for education during school hours. Parents may be invited to provide their children voluntarily with particular items, but no child should be at a disadvantage if the parent refuses to do so.

Any transport provided for educational purposes in school hours by the LA or school must be free.

Schools must provide or pay for all materials and equipment for Technology unless the parents have indicated in advance a wish to own the finished product.

If any activity is arranged by a third party, the third party would be able to levy charges directly to parents. The parents would make formal application to school for their child to be granted leave of absence. The Head Teacher would consider whether the request was justified.

No pupil may be granted more than two weeks' leave of absence in any year.
For pupils in Year 9, 10 and 11, the school will not agree to holiday leave when there are external examinations.

Dates of such examinations are communicated to parents.

Education Outside School Hours

No charge may be made for any activity outside school hours where the education is provided:

- to fulfil requirements for an authorised external examination
- to fulfil requirements for National Curriculum
- to fulfil requirements relating to religious education

In these circumstances, the only charges which may be made relate to the cost of board and lodgings.

Other activities outside school hours are *optional extras*. Participation is on the basis of parental choice and a charge may be made. This charge must not exceed the actual cost of the optional extra, i.e. total cost divided equally by the number of pupils participating. The cost may not include subsidy for any other pupil and can include:

- travel cost
- board and lodging
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance

The charge may take account of teaching staff specifically engaged for this activity. If staff are already employed by the LA or Governors, their costs may not be passed on to pupils.

Education Partially During School Hours

Non-residential If fifty per cent or more of the activity is within normal school hours, no charge may be levied.

Residential If the number of school sessions used is fifty per cent or more of the number of half days of the activity, no charge may be made.

Board and Lodgings

If an activity involves nights away from home, a charge may be made for board and lodging. This charge must not exceed the actual individual cost. If parents are in receipt of income support or family credit, no charge should be made.

Public Examinations

- No charge may be made for entries of public examination.
- Parents who request a re-scrutiny of the result may be charged for the service.
- Charges may be made if pupils are entered at parents' request for any examination which is not part of the school's agreed curriculum.
- If a pupil fails to sit a final examination or to complete other required components, the school/Local Authority may wish to recover the fee from parents. This may be recovered as a civil debt.

Voluntary Contributions

Schools may seek voluntary contributions in support of school or any activity, whether during or outside school hours.

The letter of request must make it clear that:

- there is no obligation to contribute
- pupils will not be treated differently if their parents do or do not make any contribution

If an activity cannot be funded without voluntary contribution, this must be made clear to parents at the outset. An initial letter should include:

- the nature of the activity
- the educational value
- the voluntary contribution which would be required for the activity to take place
- a statement that the contribution is voluntary and that no pupil will be omitted if parents are either unable or unwilling to make a voluntary contribution

It can, however, be made clear that the activity will not take place if the parents are reluctant to support it. There is no limit to the level of voluntary contribution, nor restriction upon its method of use.