



CHARGING AND REMISSIONS POLICY

Introduction

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment shared between pupils);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 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;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs
- Any materials, books, instruments, or equipment, where these will be owned by the child
- Nursery Fees for additional Nursery sessions not funded under universal 15 hours or for working parents 30 hours of free childcare scheme for three and four year olds
- Extended day provision (Breakfast, After School Club and Nursery Lunch Sessions) provided outside of normal school hours
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition. In such cases the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.
- Breakages

Residential Visits

The Governing Body of Hollickwood School will not charge for:

- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours
- any activity which takes place during school hours;

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

The Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will make authorisation of remission. This will be made clear in all correspondence in relation to these activities.

Review and amendments

This policy will be reviewed annually by the GB Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Charging and Remissions Policy Summary

Issue	Policy
Residential Courses in school time.	Parents are required to meet the full cost of the residential visit, except children with statements and children eligible for free school meals, where the cost may be supported by the School, by prior agreement with the Head Teacher. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Activities outside school hours not within the National Curriculum	Parents who agree for their child to participate in after school activities not within the National Curriculum are required to meet the full cost. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Individual Instrumental Music Tuition Where the school provides an 'outside' tutor	parents will be charged for the tuition. 'Outside' tuition fees are reduced where parents receive a free school meals entitlement
Ingredients/materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.
School equipment, books, etc.	Parents may be requested to provide school equipment, books, etc.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school.
Book bags	Parents are required to purchase a book bag for each child.

Chair of Finance Committee

On behalf of the Governing Body of Hollickwood School

Date: November 2019