

Charging and Remissions Policy

Approved by:	Name	Date
Last reviewed on	March 2025	
Next review due by	October 2027	

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

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.

It's 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 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 and the responsibility for approving the charging and remissions policy.

Monitoring the implementation of this policy has been delegated to the finance committee.

Headteacher

The 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 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 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

- 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:
  (i)The National Curriculum

  (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school

  (iii)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 board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that 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 outside of school time that is not part of:
  (i) The National Curriculum
  (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school

(iii)Religious education

- Supply teachers, covering for 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 him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- 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

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:
  (i)The National Curriculum

  (ii) A syllabus for a prescribed public examination that the pupil is being prepared for at the school

  (iii)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 local authority 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
- 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 to be charged for.

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.

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 'Where changes cannot be made' section of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary

contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. It is at the headteacher's discretion if there is an exemption to a payment. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we may allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school will provide this information on request.

Some activities for which the school may ask parents for voluntary contributions include [but is not exhaustive]:

- Educational visits, which enhance the curriculum and which require transport expenses;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to theatres and museums;
- Musical or theatrical events.

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

The school organises swimming lessons. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to help towards the costs of the swimming teachers at the local swimming baths. Children who do not pay this contribution are still taken swimming. We inform parents when these lessons are to take place.

Activities we charge for

Our sports clubs which run after school are provided by a third party and so are chargeable.

We do not run our own wrap-around care. Parents can choose to use and pay for the private wrap-around care provider onsite.

Remissions

In some circumstances, the school may not charge for items or activities set out in 'Where charges can be made' and 'Activities we charge for' sections of this policy.

This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Some parents who are in receipt of current free school meals or low income may be offered a reduced or no charge at the head teacher's discretion.

Monitoring arrangements

The finance committee monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the governing board.

APPENDIX 1

CONDUCT OF A DECISION MEETING

The procedure to be adopted at a Decision Meeting will normally be:

1. The Meeting will be conducted by either the head teacher or a Panel (normally consisting of 3 members) of the Governing Body as appropriate.

2 The head teacher or Panel conducting the Meeting may be advised/supported by a Schools HR Adviser.

3 The head teacher or Panel conducting the Meeting will satisfy himself/herself/themselves that the employee understands the purpose of the Meeting, the nature of the incapability and the possible implications arising from it.

4 The management case will be presented normally by the Appraiser or line manager who may also be supported by a Schools HR Adviser, and who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.

5 The employee and/or representative will be given the opportunity to question the presenting officer as well as any witnesses who may have given evidence.

6 The employee or his/her representative will then be invited to respond to the case as presented. The employee may also produce witnesses, written statements or other documents in support of his/her case. (Where it is the intention to submit written Statements of Case these must be exchanged by both sides at least five working days prior to the hearing.).

Where witnesses are school or Council employees they should be given reasonable time off with pay to attend.

7 The presenting officer will be given the opportunity to question the employee, his/her representative and any witnesses called in his/her defence.

8 At any stage during the Meeting the head teacher or Panel conducting the hearing and any adviser(s) may ask questions of the employee, the presenting officer or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.

9 The presenting officer will then be invited to make a closing statement not introducing any new material.

10 Finally the employee or his/her representative will be given the opportunity to make a closing statement also without introducing any new material.

11 Both parties will withdraw to allow the person/group conducting the hearing to review and consider the evidence in conjunction with any advisers.

12 The head teacher or Panel will then recall both parties to inform them of his/her/their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the employee within five calendar days of the hearing. The decision should be confirmed in writing and delivered to the employee either by hand or recorded delivery and first class post with a copy to the trade union representative or work colleague and the presenting officer.

APPENDIX 2

APPEALS

Appeal against dismissal

1. Appeals must be made, in writing, stipulating the grounds of the appeal, within ten working days of receipt of the letter confirming the action. In order to deal with the appeal expeditiously the hearing will normally take place within 28 calendar days of the appeal being lodged.
   The employee will be given in writing a minimum of 5 working days notice of the time and place of the hearing, and will be allowed to be represented by either their trade union representative or work colleague.

2. An appeal against a decision to dismiss an employee will be heard by an Appeal Panel of the Governing Body (normally consisting of 3 members, and no member who previously took part in the Decision Meeting), with full delegated powers.

3. The Appeal Panel will either:

   (i) Confirm the decision to dismiss the employee; or

   (ii) Withdraw the decision to dismiss the employee; or

   (iii) Vary the decision and take alternative action(s) in accordance with the Procedure.

4. The decision of the Appeal Group will be final and binding.