



## Charging and Remissions Policy

<b>Date Approved by Governing Body:</b>	<b>July 2024</b>
<b>Last Review:</b>	<b>2020</b>
<b>Next Review Date:</b>	<b>July 2026</b>
<b>Chair of Governors:</b>	<b>Teresa Cutler</b>

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

# CHARGING AND REMISSIONS POLICY

## Aims

At Uffculme School we aim 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 minimizing the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## Legislation

This policy is based on advice from the Department of 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 maintained schools 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

### 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.

### 2. The headteacher

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### 3. Staff

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

## **4. 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 the school cannot charge for:**

#### **1. Education**

- Admissions applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided 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 the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provide 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.

#### **2. 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 prepared for that examination at the school
- Transport provided in connection with an educational visit

#### **3. Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place 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 pupils is being prepared for at the school that is being applied consistently
  - 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 the school can charge for**

### 1. 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
- Certain early years provision
- Community facilities

### 2. Optional Extras

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

- Education provided outside of school time that it not part of:
  - The national curriculum
  - A syllabus for a prescribed examination that the pupils 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 local authority/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 tuition in playing a musical instrument, or vocal tuition, where is the 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.

### **3. Music tuition**

The school 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

### **4. Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **5. 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 to fund activities which would not otherwise be possible.

Some of the activities for which the school may ask parents for voluntary contributions include:

- School trips
- After school trips
- Ingredients for Food Technology lessons which the pupil will be taking the food home
- Snacks which are not part of any lesson

**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.

## **Activities this school charges for**

The school will charge for the following activities:

When any visit has been organized by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodging on any visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. The school sees residential as an important part of the development of the young people at Uffculme School, and wherever possible, will see grant funding to support the cost of any residential and associated activities.

### **Travel**

Travel charges may apply where the residential activity takes place outside school hours. The amount charges will be calculated to cover the unit cost per pupil.

### **Activities**

The school may charge for any activities that fall outside school hours.

### **Damage to Property**

Charges may also include costs to repair broken windows or replacement of lost or damaged School property as a result of a pupil's behaviour.

### **School Meals**

The school will provide a school meal to all of those pupils who are not eligible for Free School Meals or who do not bring a pre-prepared lunch from home. Where the School provides a meal it does so in good faith and expects the balance to be settled in good time. The school administration team will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

Parents/carers are reminded that it is their responsibility to apply for free school meals if their financial position changes and that acceptance on to this scheme is not backdated.

### **Remissions**

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

Where parents/carers of a pupil are in receipt of state benefits or the pupil is entitled to Free School Meals (FSM), then subsidised places may be available. (Details to be obtained from the school).