



Charging and Remissions Policy

Reviewed by:	Resources Committee
Date reviewed	January 2023
Date of next review	January 2024
Source and date of model policy, if applicable	The Key for School Leaders
Added to website (if applicable)	Yes
Shared to 'All Staff'	Yes
Added to Staff Share (internal)	Yes
New review date noted on schedule	Yes

1. Aims

Our Federation 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 be made

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 449-462 of which set out the law on charging for Federation activities in maintained Federations 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 Executive Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our Federation, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

In our Federation, monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 The Executive Headteacher

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

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Executive 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.

4.4 Parents

Parents are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what the Federation 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 Federation
 - 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 Federation
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the Federation

5.2 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 been prepared for that examination at the Federation
- Transport provided in connection with an educational visit

5.3 Residential visits

Education provided on any visit that takes place during Federation hours

Education provided on any visit that takes place outside Federation 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 Federation
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what the Federation can charge for.

6.1 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

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the Federation 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 Federation
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the Federation
- 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 (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.

6.3 Music tuition

The Federation 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

6.4 Residential visits

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

6.5 Completion of paperwork

The Federation will charge as follows:

- School reference/admission forms (for private/independent schools) - £50
- Visa forms - £10
- Passport forms - £10
- Providing proof of address - £10
- Evidence of attendance at a Federation school - £10

6.6 Refunding of school meal balance

The Federation will charge as follows:

- 10% of the total amount to be refunded where the balance is over £10. The full amount will be refunded for balances under £10.

6.7 Damaged or lost items

The Federation may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

7. Voluntary contributions

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

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

- visits to museums;
- sporting activities, including swimming which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical 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 Federation is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this Federation charges for

The Federation will charge for Breakfast and After School Clubs.

For regular activities, the charges for each activity will be determined by the governing board and reviewed regularly. Parents will be informed of the charges for the coming year as soon as is practicable.

9. Remissions

In some circumstances the Federation 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 governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Federation Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Federation Business Manager every three years. At every review, the policy will be approved by the Resources Committee.