



## CHARGING AND REMISSIONS POLICY

### Archibald First School

#### 1. 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 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

#### 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 school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

#### 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

##### **The governing board**

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Premises committee. This committee also has responsibility for monitoring the implementation of this policy.

##### **Headteachers**

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.

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### Parents

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

### 5. 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:
  - 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 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

#### Residential visits

- Education provided on any visit that takes place during school hours
- Education provided 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 pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

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### 6. 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 section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- 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:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil 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 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.

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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.

## **7. Voluntary contributions**

**As an exemption to point 5**, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
  - sporting activities which require transport expenses;
  - visits to the theatre;
  - school trips abroad;
  - residential visits (board and lodgings);
  - musical events.
- a. When organising school visits or visitors which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the expenses for these. School, and the PTFA, often pay towards the overall costs.
  - b. Parents have a right to know how each trip is funded. The school can provide this information on request whilst costs are often detailed in the written communication.

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- c. Payment for trips and visits is made using Parent Pay, details can be obtained from main school office. Pupils who are eligible for free school meals will not be asked to make a financial contribution to any enrichment activities.
- d. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, visits and activities cannot go ahead and school will have to cancel any arrangements.
- e. If a trip goes ahead, it may include children whose parents have not paid any contribution due to being unwilling or unable to make a voluntary contribution. We always allow the children to participate fully and we do not treat these children differently from any others.

### **Parents in Receipt of Free School Meals**

Parents and carers who are currently in receipt of Free School Meals due to financial constraints will be exempt from paying the cost towards educational visits.

### **8. Activities we charge and do not charge for**

#### **Music tuition**

All children study music as part of the normal school curriculum (\*National Curriculum Music programme of study). We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum and the tuition is provided at the request of the pupil's parent. The peripatetic music teachers teach individual or small group lessons.

#### **Swimming**

The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum (Physical Education programme of study). We make no charge for this activity.

#### **Extra-curricular activities**

The school arranges for extra curricular activities to take place before, during, after school. There may be charges for attending these. The charge will be at the discretion of the club provider or if a school club, the charge will cover the cost of the materials used. Parents and carers are informed of the charges prior to signing up for a place.

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### 9. Remissions

In some circumstances, the school 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.

#### **Remissions for residential visits**

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### 10. Monitoring and Review

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Charging Policy regularly. The Charging and Remissions Policy will be formally reviewed by the Finance Committee annually.

**Date of last review:** Summer 2024

**Date of next review:** Summer 2025