

Charging & Remissions Policy



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1 Introduction

The Heath Family (NW) recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child).

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

This policy has been written in accordance with sections 449-462 of the Education Act 1996.

2 Charging

Our schools will **not** charge for:

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- b) 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.
- c) 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.
- d) Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- e) Admission applications to our schools.
- f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school, except where the request for the re-sit is made solely by the parent and not the school.
- g) Transporting registered pupils to or from the school premises, or an alternative where the school or local authority has arranged for pupils to be educated where the local authority has a statutory obligation to provide transport.
- h) Transport that enables a pupil to meet an examination requirement when prepared for that examination at the school.
- i) Transport provided in connection with an educational visit which is part of the National Curriculum.
- j) Education provided on any visit that takes place during school hours

Our schools reserve the right to make a charge in the following circumstances for optional extra activities:

2.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child 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

2.2 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 LA 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/carers 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 that is to be charged for.

2.3 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/carer.

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

2.4 Residential visits

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

3 Remissions

Our schools may remit charges in full or in part to other parents after considering specific hardship cases. The school invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal holds discretion to authorise remission.

Charges for board and lodging are automatically remitted where the parents meet certain criteria. The eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits will be aligned with free school meals eligibility criteria. This exemption including how receiving certain state benefits will automatically qualify for remission will be reiterated in any correspondence regarding a residential trip.

4 Insurance

Any insurance costs will be included in charges made for trips or activities.

5 Voluntary Contributions

Nothing in this policy statement precludes our schools from inviting parents to make voluntary contributions. Our schools should make clear that such contributions are entirely voluntary, that children of parents who do not contribute will not be discriminated. Our schools will make it clear that if insufficient contributions are received, in certain circumstances, the trip may have to be cancelled.

Document History			
Version	Date	Author	Note of Revisions