



## CHARGES AND REMISSIONS POLICY

Approved December 2016

For re approval December 2018

### CHARGES AND REMISSIONS POLICY

The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the L.A. or Governing Body.

The Governing Body also recognises that the excellence and Enjoyment curriculum as it exists at present cannot continue without asking for voluntary contributions from parents in certain circumstances.

Therefore, the following policy has been decided upon, to be reviewed every year as circumstances change.

### CHARGING POLICY

#### 1. School Admissions

The Act prohibits any kind of charge relating to a pupil's admission to school, or of parent's ability to contribute in any way to the school, being considered.

#### 2. Educational Activities taking place during school hours

2.1 'School hours' are defined as being those hours during which the school is in session, but excluding the midday break.

2.2 No charges will be made for any activity or materials, which are essential to fulfill the statutory curriculum.

2.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity less any subsidy from funds available to the school.

2.4 Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.

2.5 Parents will be expected to provide items of clothing such as aprons and football boots. The school will continue to provide essential protective equipment such as safety goggles.

#### 3. Educational Activities taking place outside school hours

3.1 Charges for such activities may be made except where the activities are required either:

(a) as part of the syllabus of a prescribed public examination;

or

(b) to fulfill statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for an residential visit (see sections 4.1 to 4.3)

3.2 Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The cost of those pupils remitted from charging will be met by funds available to the school.

3.3 A pupil's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a pre-requisite to a pupil's inclusion.

3.4 Such charges will take into full account any subsidy provided by the L.A. and reduced accordingly.

3.5 It will not be possible to ask parents of participating pupils to subsidise other pupils taking part in the visit.

## Definitions by the Act

4.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours. The Charging Policy for such an activity will therefore follow 2.1 – 2.5.

4.2 A Residential activity is defined as being one, which involves pupils spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50% or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight on any day).

The charging policy for such an activity will therefore follow

2.1 – 2.5 except that

(a) the full actual costs per pupil for board and lodging may be charged to the parent and  
(b) such a cost must be fully remitted if the pupil is in receipt of Free School Meals and must be met by funds available to the school.

4.3 A residential activity is deemed to take place outside of school hours if the number of school sessions taken up by the activity is less than 50% of the number of half days (12 hours) involved. An appropriate charge may be made to the parents unless the activity is required either:

(a) as part of the syllabus of a prescribed public examination; or

(b) to fulfil statutory duties relating to the national curriculum or religious education

in which case only board and lodging costs can be charged and these must be wholly remitted if the child is in receipt of Free School Meals.

### ***Charging & Remission Policy***

#### 7. Music Provision

7.1 Charges will not be made for music tuition during school hours.

7.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours.

7.3 No charge will be made for group music activities e.g. school orchestras, which take place during school hours.

### ***Charging & Remission Policy***

8.1 Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that;

(a) there is no obligation to contribute; and

(b) pupils will be treated the same whether or not their parents have contributed.

8.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating;

(a) the nature of the proposed activity and its education value;

(b) the contribution per pupil which would be required if the activity were to take place; and

(c) the activity would not take place if insufficient contributions were forthcoming.

8.3 The "School Fund" supported by voluntary contributions will be used to support families experiencing financial hardship.

#### 9. Breakages and Fines

9.1 Parents may be asked to pay for the cost of any damage resulting from a pupil's misbehaviour.

9.2 Parents may be asked to pay for the replacement of any lost or damaged materials in the care of the pupil.

### ***Remission Policy***

1. All charges or contributions will be fully remitted exclusively in the case of pupils who are in receipt of Free School Meals.

2. In every communication relating to charging or voluntary contributions, the parents of all the participating pupils will be advised of their entitlement to the remission of costs as in (1) above and be given the opportunity to claim remission.

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THE GOVERNING BODY OF PIKE FOLD SCHOOL

Appendix 1

Communications to parents re: Charging and Remissions Policy

1. For activities, which must take place to fulfill the curriculum the following form of words could be used:

“In order to cover the cost of the ..... a voluntary contribution of ..... per pupil is requested. There is no obligation to contribute and pupils will be treated the same whether or not a contribution has been received. However, a failure to receive such contributions could put financial restraints on other activities within this subject”.

2. For activities, which are deemed educationally desirable but are dependent on funds totally from parent contributions, the following form of words could be used:

“This activity has been organised because ..... (reason) .....

If this activity is to take place, a voluntary contribution of ..... per pupil is necessary. Unless sufficient contributions are forthcoming, the activity will not be able to take place and any contributions made will be refunded in full”.

3. EVERY communication must contain the following paragraph before concluding:

“Parents may claim full remission of all the above-mentioned costs if the pupil is in receipt of Free School Meals.

4. Every communication should have a reply slip, which could be set out as follows:

TITLE

I wish/do not wish my son/daughter to take part in the above activity.

I enclose a voluntary contribution of ..... towards the cost of this activity.

I do not wish to contribute to the cost of this activity.

I claim remission of the costs of this activity because I am in receipt of Free School Meals

SIGNED..... Parent/Guardian DATE

5. Activities, which, under the Act, are more than 50% in school time and which involve more than one day away, therefore a residential situation, should have in the letter clearly defined separately.

(a) the actual charge per pupil for board and lodging and

(b) the voluntary contribution requested to cover other costs e.g. transport.

This should also be reflected on the reply slip.

If such an activity, under the Act, is more than 50% out of school time then the charge per pupil for all costs should be stated and again reflected on the reply slip.

However, the remission situation mentioned in 3 still applies.

NOTES

There is no limit to the voluntary contribution requested and could if desired be raised to cover estimates of shortfall in contributions or those claiming remission. In such a situation, any surplus monies remaining after the event should be transferred to the Governors Curriculum Fund.

Appendix 2

**Draft Letter/Contract for Services**

(For school visits and activities, which can be regarded as an optional extra)

Dear ( )

(Brief details/dates of school visit or activity)

On behalf of the school governing body, I am writing to confirm the contract for your services as (teacher in charge of/teacher participating in) the above mentioned visit/activity.

In return for your services, the cost of any board, lodging, travel and other approved expenses you incur in connection with the visit/activity will be met by the school but no additional payment will be made to you. I should be grateful if you would sign and return to me the attached copy of this letter as confirmation of your acceptance of these arrangements.

Yours sincerely

Head Teacher

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Signed -----

Date ----- **Charging & Remission**

**Policy**