



PENAIR  
SCHOOL



# Charging & Remissions Policy

<b>Policy holder:</b>	G Hakin: Business Manager
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It is important to note that all references to a pupil's 'parents' will mean the pupil's parents or legal guardians.

## Principals

The principles underlying this policy are as follows:

- a. That education in schools should be free.
- b. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- c. That there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- d. The School has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

## Aim

Our school aims to

- a. Have robust, clear processes in place for charging and remissions.
- b. Clearly set out the types of activity that can be charged for and when charges will be made.

## 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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

## Roles and responsibilities

**The governing board:** has overall responsibility for approving the charging and remissions policy, but can and has delegated this function to the Business and Enterprise Committee. The governing board also has overall responsibility for monitoring the implementation of this policy, which it has delegated to the School Business Manager

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

**Staff:** are responsible for:

- a. Implementing the charging and remissions policy consistently
- b. Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- c. The school will provide staff with appropriate training in relation to this policy and its implementation.

**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**

### **Education:**

- a. Admission applications
- b. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- c. 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
  - b. Religious education
  - d. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
  - e. Entry for a prescribed public examination if the pupil has been prepared for it at the school
  - f. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **Transport:**

- a. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- b. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- c. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- d. Transport provided in connection with an educational visit

### **Residential visits:**

- a. Education provided on any visit that takes place during school hours
- b. Education provided on any visit that takes place outside school hours if it is part of:
  - c. The national curriculum
  - d. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - e. Religious education
- f. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **Where charges can be made**

### **Education:**

- a. Any materials, books, instruments, equipment or ingredients where the child's parent wishes him or her to own them
- b. Optional extras (see below)
- c. Music and vocal tuition, in limited circumstances
- d. Community facilities
- e. Malicious damage

### **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:

- a. Education provided outside of school time that is not part of:
  - i. The national curriculum
  - ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - iii. Religious education
- b. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- c. 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)
- d. Board and lodging for a pupil on a residential visit
- e. 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:

- a. Any materials, books, instruments or equipment provided in connection with the optional extra
- b. The cost of buildings and accommodation
- c. Non-teaching staff
- d. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- e. 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.

**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:
  - a. If the teaching is an essential part of the national curriculum
  - b. 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. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodgings.
- Residential trips deemed to take place outside of school time (other than those activities listed in 6.3a above).
- When any trip is arranged parents will be notified of the policy for allocating places.

**Is a residential trip in or out of school time?**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

**Non-residential trips:** During curriculum enrichment week (CEW) a number of paid activities will be offered to students. Arrangement will be in place for parents to pay in instalments for the activities. Activities should be paid for in full before the activity commences. A number of free trips are also offered so that every pupil can take part in CEW.

## **Voluntary contributions**

As an exception to the requirements set out 'where charges cannot be made' of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and pupils will not be excluded from an activity if their parents are unwilling or unable to pay. Where necessary, voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers and staff.

Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay. Charges will be made as indicated below. Parental agreement will be obtained before a charge is made. If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

## **Activities we charge for**

The school will charge for the following activities:

- a. The school may make charges for breakages and damage to property, other than as a result of a genuine accident
- b. Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

## **Debtors**

Where a parents fails to pay for a chargeable trip in full before the activity commencement date the pupil will be unable to take part in future trips until the outstanding payment has been received in full.

## **Remissions**

In some circumstances the school may not charge for items or activities set out in 'where charges can be made' and 'activities we charge for' sections 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 & music tuition**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge, or a reduced charge to pupils of parents in particular circumstances.

Remission or help is available in relation to charges indicated below:

- a. Charges for music tuition
- b. Charges for board and lodging component of residential trips

Parents who can prove they are in receipt of any of the following benefits will be eligible for the remission.

- a. Income Support
- b. Income-based Jobseeker's Allowance
- c. Income-related Employment and Support Allowance
- d. Support under part VI of the Immigration and Asylum Act 1999

- e. The guaranteed element of Pension Credit
- f. Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed the sum currently stated in HMRC rules.)
- g. Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- h. Universal Credit in prescribed circumstances

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- a. All trips will be notified at least one month in advance.
- b. We have established a system for parents to pay by instalments.
- c. We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.

### **Monitoring arrangements**

- The School Business Manager monitors charges and remissions, and ensures these comply with this policy.
- This policy will be reviewed by the Business and Enterprise Committee every years.