



# **CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES**

Adapted By: R. Hately  
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## **Introduction:**

Governors of Joydens Wood Infant School recognises the valuable contribution that a wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education. It aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Aims and Objectives:**

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities

## **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 delegate this to a committee, an individual governor or the Headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

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

Staff: The school will provide staff with appropriate training in relation to this policy and its implementation. 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

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**

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
- Transport provided in connection with an educational visit

### **Educational 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 to cover for those teachers who are absent from school accompanying pupils on an educational visit

## **Where charges can be made**

Parents are expected to provide school uniform and a PE kit. Parents will be asked to reimburse the school the cost of library resources and reading books when the school has exhausted all avenues to recover the resources from the pupil. Parents may also be asked to pay for loss or damage to school property or equipment where this is the result of their or their child's behaviour. Optional charges may be made where parents pre-order a finished product, pay entry to or make purchases at publicised school events, e.g. fairs or fundraising activities.

The school will recover the full costs of the following activities, which may be provided directly or through commissioned services. Charges for individual pupils will not

exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Charges will not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

### **Voluntary Contributions**

The cost of activities taking place in school time, where charges may not be made, may be provided through voluntary contributions from parents. Please note that nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of activities. In the past many activities have only been made possible by inviting parents to make contributions, and the Governors hope that parents will continue to give their full support by contributing voluntarily to similar activities in the future.

Where voluntary contributions are invited, no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind. Where insufficient contributions are pledged, the school fund may subsidise an activity. However, if there is a significant shortfall, the activity might not take place.

### **Activities arranged by a third party**

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the school's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/associate staff involved, full details will be submitted to the Governing Body for approval.

### **Other activities charged to third parties**

The school may charge for the hire of school facilities. Charges are reviewed by the Governors' Resources Committee to ensure the delegated budget is not subsidising the cost of running facilities for third party use. Charges are notified to hirers in advance of booking the facilities. Users are invoiced wherever possible in advance of using the facilities and in accordance with VAT rules and regulations.

### **Remissions Policy**

Charges for other 'chargeable activities' may also be fully or partially paid by the school taking account of parents/guardians whose children are/ have been in receipt of free school meals. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

### **Families qualifying for remission or help with charges**

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 may be offered at no charge or a reduced charge to parents in particular circumstances. This

remission policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below:

Parents in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 four weeks after you stop qualifying for Working Tax Credit)

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

### **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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- 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.

Signed .....Headteacher                      Date:

Signed .....Chair of Governors                      Date:

Review date: 1 September 2022