



Charging and Remissions Policy

This policy is updated and approved by the Governing Body every year

This version was approved Oct 2020

The next review will be April 2023

Approved: Mrs S Driscoll – Chair of Governors

Approved: Mr F Murphy – Headteacher

Signed copy in school

Contents

- 1. Aims.....2
- 2. Legislation and guidance2
- 3. Definitions.....2
- 4. Roles and responsibilities2
- 5. Where charges cannot be made.....3
- 6. Where charges can be made4
- 7. Voluntary contributions.....6
- 8. Activities we charge for7
- 9. Remissions7
- 10. Monitoring arrangements7

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

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

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

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

4.1 The governing board

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.

Responsibility for approving the charging and remissions policy has been delegated to the business manager and policy subcommittee.

Monitoring the implementation of this policy has been delegated to the finance committee.

4.2 Headteacher

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

4.3 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.

4.4 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:

5.1 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

5.2 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

5.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Uniform

The school blazer, school tie and PE kit are purchased directly from the school or via the school website. Shirts/blouses and trousers/skirts may be purchased elsewhere. For full details of requirements, please consult the uniform policy. The school have negotiated a very competitive rate for the uniform and will keep this price under review.

6.2 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

6.3 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.

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.

6.4 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

6.5 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 exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities and equipment during school hours which would not otherwise be possible or available.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

Some activities and equipment for which the school may ask parents for voluntary contributions include:

7.1 Trips and Visits

Voluntary contributions may be asked of parents if students are leaving school on a trip or visit, for the cost of the transport and any fees incurred at the place of the visit. No student will be excluded from an activity if their parents are unwilling or unable to pay the contribution.

7.2 Personal Tablet computers.

These are seen as integral to the student experience at Sir Thomas Fremantle School. Tablets are provided by the school for the use of students in consideration for a small monthly fee which will also include insurance against loss and damage. This contribution will enable students to have home use of the tablet computer. The governors will ensure that no student shall be disadvantaged because of a parent's inability to make such a monthly contribution.

7.3 Equipment or materials

Voluntary contributions may be sought from parents or students for materials or equipment but no student shall be disadvantaged because of parents' unwillingness or inability to make such a contribution

7.4 Finished products of an activity

A charge will be made for the cost of materials where parents have indicated a wish to receive the finished product of an activity.

7.5 Wilful damage or destruction to books, equipment or property

The full cost of repair or replacement of books, equipment or property lost or damaged by a student will be recouped. The school will not tolerate wilful damage or destruction of equipment owned by the school or by other students or teachers.

7.6 Specialist sports coaching

A charge may be made where specialist sport coaching is being offered that is not part of the national curriculum.

8. Activities we charge for

The school will charge for the following activities:

Lunch, trips, uniform and CCF.

The trips are calculated on the cost of the trip plus any cover costs.

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will be informed of the charges for the coming year, each year.

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.

9.1 Remissions for residential visits

Pupil premium pupils are entitled to 50% credit.

10. Monitoring arrangements

The business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the finance committee every year.

At every review, the policy will be approved by the finance committee.