

POLICY

CHARGING & REMISSIONS POLICY

Formulation date:

March 2022

Senior Team Responsibility:

Business Manager

Reviewed:

March 2025

Next Review Date:

March 2026

Associated Legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Students' Attendance Records) Regulations 1991
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education and Inspections Act 2006

STATUTORY

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards students personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we can ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness providing that the school can reimburse the costs through insurance.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that relate to this policy.

Aim

- To outline what the school can and cannot

charge for.

- To outline the school policy for voluntary contributions and remissions.
- To work with other schools and the local authority to share good practice and improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies is maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a student;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;

- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with students;
- for the entry to public examination which is on the prescribed list;

Charges for transport cannot be made when:

- transporting students to or from the school premises;
- transporting students to other premises where arrangements have been made for them to be educated individually;
- a student needs to sit an examination;

Conditions when charges can be made

Charges can be made when:

- a parent/carer wishes their child to own any specific materials, books, instruments or equipment;
- a student fails to meet any examination requirement of a syllabus;
- the school has not prepared a student for an examination;
- property or equipment has been damaged because of a student's behaviour

Charging for Optional Extras

Charges may be levied for:

- optional extra activities if parents are willing to accept a charge for the costs;
- an activity that takes place outside school hours;
- any activity provided they do not exceed the actual cost of the activity;
- any materials, books, instruments, equipment or tuition fees for providing education that is not part of the National Curriculum or of a syllabus of a prescribed examination or part of religious education;
- the cost of board and lodging on a residential visit;
- transport provided for any activity;
- entry or participation fees
- musical tuition that is not part of the National Curriculum except if the student
- taking GCSE music in which case the lesson will be free

Support for Parents/Carers

The Governing Body will consider:

- support for any parent/carer in paying for any activity for an individual student if they are experiencing financial difficulties;
- inform parents/carers of pupil premium students they will not be charged full board and lodging fees for any residential visit;

- use of pupil premium funding for a student premium student should it be deemed an appropriate use

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no student will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours
- excepting voluntary contributions.

Refunds

Refunds can be given if:

- a child is absent due to illness providing their place is taken by another student or the amount or the school incurs no charge for their place
- an educational visit/school event has been cancelled and the school has been reimbursed
- contributions to an activity exceed the total cost after the activity has taken place and all bills paid and the excess is over £10.00 per student.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the principal and the nominated governor.