



# **CHARGING AND REMISSIONS POLICY WILLEN PRIMARY SCHOOL**

Effective Date: 1 September 2020

Last Reviewed: November 2019

Reviewed By: Carrie Matthews

Next Review Date: September 2021

## **1. Scope**

1.1 This policy applies to all staff and student/learners of Willen Primary School.

## **2. Context**

2.1 The school recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards student/learners' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child/young person.)

2.2 Charges must be agreed by the Head Teacher. If a charge is to be made/requested for a particular type of activity a parent may ask the school how the charge has been worked out and who might qualify for help with the cost

2.3 This policy sets out any circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

## **3. Aims**

3.1 The aims of this policy are:

- To ensure that all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many students/learners as possible

3.2 The school will inform parents of the support available to them when being asked for contributions towards the cost of school visits.

## **4. Statutory position**

4.1 The legislation governing the charging for school activities is set out in the Education Act 1996: Sections 449-462. It covers what governing bodies may and may not charge for when activities take place, either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

## **5. What the School may charge for**

5.1 The Governors reserve the right to make a charge in the following circumstances for activities organised by the school:

- School trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost

- Activities outside school hours: the full cost for each student/learner of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras
- Materials: the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product
- Acts of vandalism and negligence: the Governors reserves the right to recover part, or the whole cost, of damage to buildings or equipment, or damage/loss to resources which is the result of vandalism or negligence by a student/learner whether accidental or otherwise
- Examination fees: if a student/learner has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student/learner attends for examination
- Charges may be made for either an individual student/learner or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student/learner(s)
- The school may charge £10 for the countersigning of passport application forms for students/learners and their immediate family
- An administration fee of £15 for administrative requests relating requests outside of those expected within a school. These include requests under Freedom of Information or Data Protection.
- Recharge of costs incurred by the school relating to the provision of school lunches where the student/learner does not have other lunch arrangements in place
- Recharge of costs relating to children not collected at the end of the school day if alternative care has to be provided
- There will be a charge to parents of £5.00 for each cheque that is not cleared and returned to the school

### **Optional Extras**

The school may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not: a) part of the National Curriculum b) part of a syllabus for a prescribed public examination that the student/learner is being prepared for at the School c) part of religious education
- Examination entry fee(s) if the student/learner has not been prepared for the examination(s) at the school
- Transport that is not required to take the student/learner to school or to other premises where the local authority/ Governors have arranged for the student/learner to be provided with an education/training *e.g. dual registration/PRU etc.*
- Board and lodging for a student/learner on a residential visit Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental

agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

### **5.3 Voluntary Contributions**

The school may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions and is at risk of cancellation as a result, the school will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

## **6. What the school cannot charge for (DfE 2014 Charging Guidance)**

6.1 The school cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school .

## **7. Remissions**

7.1 The school may remit charges in full or in part to parents after considering other specific hardship cases including pupil premium students. The school invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission in consultation with the Governors

## **8. Insurance**

8.1 Any insurance costs will be included in charges made for trips or activities.

## **9. Roles and Responsibilities**

9.1 The Governors are responsible for ensuring that the school complies with legislation, and that this policy and any related procedures and action plans are implemented.

9.2 The Head Teacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for coordinating and implementing this policy is with the Head Teacher.