



## Charging and Remissions Policy

Person Responsible

Miss S Fenn

Governor Responsible

Ms S O'Connor

Signed..... Date.....  
(Chair of Governors)

Signed..... Date:.....  
(Headteacher)

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# Ethelbert Road Primary School Charging and Remission Policy

## Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' or carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The purpose of this policy is to ensure that there is clarity over those items:

- Which will be provided free of charge;
- Where there may be a charge;
- Where charges may be waived.

This policy has been informed by the LEA policy and the DfES guidance.

All visits, journeys and trips must be conducted in accordance with the requirements of the LEA's regulations and guidelines "Management and Leadership of Offsite Work".

## Rationale

The law regarding what may, and may not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils. The government have set out the law on charges for school activities in Sections 449-462 and of the Education Act 1996. DFES Circular 2/89 and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

## Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

## Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours.
- The operation of the charging and remissions policy is systematically reviewed and the findings acted upon by the Governing Body.

## **Policy Statement for activities during school hours**

It is the policy of the governing body:

- To levy a charge where necessary for ingredients or materials in practical subjects.
- To levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less except where it is provided to fulfil any requirements specified in the syllabus for a prescribed public examination; or specifically to fulfil statutory duties relating to the National Curriculum
- To levy a charge for any additional professional services such as visiting theatre groups, music workshops etc.

## **For activities Outside school hours**

- to levy a charge for all activities provided outside school when necessary with the exception of education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

## **For all activities**

To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

## **Remission**

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 parents in particular circumstances.

It is the policy of the governing body:

- to delegate to the chair and the headteacher the determination of any individual case arising from the implementation of the policy.

**Note:** The governing body may remit in full or in part the charge for music tuition in respect of parents experiencing hardship.

## **Monitoring & evaluation**

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

The Headteacher will monitor the implementation of the policy. Every year the implementation of the policy will be evaluated and reviewed.

## **Voluntary contributions**

The Headteacher or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where the school cannot levy charges in the circumstances described above, and it is not possible to make additional activities within the resources ordinarily available to the school, the school may request parents to make a contribution towards the cost of the trip. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity and the pupil will not be treated differently. However, this can clearly place the school in some difficulty on occasions where a number of parents/carers might be in such a position. We will then have to decide whether the school can cover the costs of such activity from within its budget or by fundraising, or whether the activity has to be cancelled for all pupils. Parents have a right to know how each trip is funded. The school provides this information on request.

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought.