

Charging and Remissions Policy

Co-operative East Education



Bunwell Primary School

Approved by:	Local Governing Body	Date: 30.11.18
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Last reviewed on:	Sept 2019
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Next review due by:	Sept 2020
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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

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

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.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Teaching and Learning Committee.

In our school, monitoring the implementation of this policy has been delegated to the Teaching and Learning Committee.

The Headteacher

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

Staff

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charges for Activities

These are the activities and materials for which parents / carers will be charged:

- **Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the school, to travel direct from home to an activity approved of, but not provided by the school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- **Wilful** damage to property belonging to the school.
- **Public Examinations** – charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.
- **Activities outside school hours** - A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or nonteaching) engaged specifically for the activity.
- **Residential trips outside school hours** – a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Remission of charges

Only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the stated amount for that year are eligible for remission of charges.

Remission of charges only applies to board and lodgings charges, which are levied directly by the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or relating to Religious Education. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Refunds: Any refunds of school monies related to clubs, trips, materials etc. will be considered on a case by case basis.