



# Charging and Remission Policy

## Mission statement

- *“We are an inclusive Community school, proud to be valued citizens serving the borough of Rochdale.”*
- *“We provide a captivating learning experience and foster a culture of the highest expectations for all*
- *“We ensure every individual is challenged, motivated and inspired to be the absolute best they can be in all that they do*

**Date signed by September 2018**  
**Chair of Governors**

**Date to be reviewed**  
**September, 2020**

## APPENDIX E

### CHARGING AND REMISSION POLICY

#### SECTION 1

##### INTRODUCTION:

The school policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the Parent/Carer.

Those activities for which a charge may be made are governed by the Education Act 1996 section 449 – 462.

The Governing Body (GB) recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The GB aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budgets the GB reserves the right to make a charge in the following circumstances for activities organised by the school. The GB will from time to time, review and amend the categories of activity for which a charge may be made.

#### SECTION 2

##### CHARGING FOR VISITS

The group leader should always ensure that the parent/carer is notified as early as possible as to:

- The total cost of the visit;
- How much each parent will need to contribute towards the cost of the visit; and details of what the charge is for;
- How much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- Any surplus funds over £5.00 per pupil will be returned to the parent/carer and anything under £5.00 retained for future visits.

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, such as transport, accommodation and food.

##### During Normal School Hours:

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Pupils whose parents/carer does not contribute cannot be discriminated against.

The GB may offer to remit the full cost of full board and lodging for any residential activity which:

- Takes place during school hours or;
- Is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to the parents/carer of a pupil being in receipt of or having been in receipt of:

- Free School Meals (FSM) in the last six years (known as Ever 6) and anything related to receipt of FSM

Parental/carer permission should be obtained in one of two ways: Sample Parental/Carer Declaration. Parents/Carer sign a declaration which contains e.g. I understand:

- that current legislation permits the School to ask for voluntary contributions towards the costs involved;
- that no pupil will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

Signed Slip received back from parent/carer:

A letter about the visit is sent out to parents/carer and contains a reply slip (with space for parental/carer signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All pupils will need to take a packed lunch with them. Pupils who receive FSM will be provided with a packed lunch. As we are travelling by coach, a small cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £\_\_\_\_\_ should be sufficient to ensure that the trip can proceed."

### Outside of Normal School Hours/Optional Extras

The Headteacher can charge parents/carer for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra;

- falls wholly or mainly outside school hours, i.e. a skiing holiday during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education;
- is not part of a syllabus towards a Prescribed Public Examination - if an 'GCSE' level Biology syllabus mentions fieldwork as a requirement then this in itself does not necessitate a residential fieldtrip to another part of the country as local facilities may suffice. However, if the syllabus mentions that pupils need to know about the ecology of rocky shores and they live in a city a long way from the coast then the fieldtrip would not be classed as an 'optional extra'.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

Parental/carer permission should be obtained as follows:

Sample Parental Declaration. Parents/Carer sign a declaration which contains e.g.  
I understand:

- that current legislation permits the School to ask for the full cost of the visit;
- that current legislation does not require the School to arrange subsidies for the visit;
- that if insufficient numbers of pupils opt for the visit then the visit may have to be cancelled.
- that my child cannot attend this 'optional extra' visit if full payment is not made by myself/ourselves.

### SECTION 3

#### TRANSPORT IN A MINIBUS

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the Local Authority (LA) has a statutory obligation to provide transport
- transporting registered pupils to other premises where the GB or LA has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for the examination at the school; and
- transport provided in connection with an educational visit.

If any payment is requested/made towards the cost of passengers being carried in a minibus that a public service vehicle (PSV) licence is required by the Schools. A licence is required if the school owns or rents the minibus. There are two types of PSV:

- restricted (for up to two vehicles);
- standard national (more than two vehicles).

### SECTION 4

#### MUSIC TUITION

The law states that all education provided during school hours must be free, music tuition are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department of Education (DOE) to specify circumstances where charging can be made for music tuition. The new Regulation, which came into force in September 2007, provides pupils with greater access to vocal and instrumental tuition.

Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus.

The fees for the peripatetic music lessons are collected by the school and any non-payment are pursued by the school. Students taking GCSE level music are exempt from these charges for a maximum of one instrumental tuition per week.

### SECTION 5

#### INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

This is directly relevant for the cost of materials/ingredients for the following subjects: CDT, Science, Art/Craft, Catering and Food Technology.

#### SECTION 6

##### BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow all departments to ask pupils and/or their parents/carer to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

#### SECTION 7

##### EXAMINATIONS

The school may charge for examination entry fees if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it; and
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fees.

#### SECTION 8

##### REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

##### INFORMATION AND GUIDANCE

Parents and pupils cannot be charged for any activity unless the Governing Body has drawn up charging policy

Any charge cannot exceed the actual costs.

No charge can be made for any activities when the school is in session, excluding the mid-day break, except for musical instrument tuition for individual pupils or groups up to four.

The school can invite voluntary contributions for activities during the school day, but no child should be excluded from an activity because their parents cannot or will not contribute.

The school can charge for optional extra activities provided mainly or wholly outside school hours, so long as such teaching is not an essential part of the National Curriculum or Religious Education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

##### THE ROLE OF THE GOVERNING BODY

The Strategy Committee receive an annual financial report on activities involving charges, the subsidies awarded and the source of those subsidies. Review the policy annually.

Signed

Date

Chair of Governors

Chair of Finance

