



HEDGEWOOD SCHOOL

# Charging & Remissions Policy

2021-2022

September 2020



## CHARGING & REMISSIONS POLICY

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### Charging & Remissions Policy Summary

This Charging & Remissions Policy is guided by the DfE document ‘Charging for school activities 2014’<sup>1</sup>. No charges will be made for activities that are not included in the charging and remissions policy. The policy defines each type of activity that will be charged for and when charges apply.

**The school will not charge for education during school hours, including any materials, books, instruments or other equipment, subject to the exceptions referred to in this policy.**

Any charge for a particular type of activity will be explained e.g. how the charge has been calculated, and whether a school subsidy is applicable.

**We want to ensure that 1) all our pupils have fair access to all school activities and 2) we are able to support families on low incomes/ in receipt of benefits.**

#### 1. Aims

- Clearly set out the types of activity that can be charged for and when charges will be made

#### 2. 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.

### 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

The Governing Body

Has overall responsibility for approving and monitoring the charging and remissions policy, but has delegated this to the Headteacher.

The Headteacher

Will share the C&R policy with staff & report to the Finance, Personnel & Resources Committee.

Staff

Will factor in the principles of C&R when planning activities where charges/remissions may apply

### 5. A Charge will not be made for the following:

- Admissions
- 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 a) the national curriculum or b) 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

### Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

### Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:  
The national curriculum b) Religious education or  
a) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **6, A Charge will be made for:**

:

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras that are a) not part of the national curriculum b) Religious education. c) related to transport to and from school d) the actual costs of board and lodging on a residential visit e) extended day activities f) certain music and vocal tuition and early years provision) Community facilities

Also, when we calculate the cost of optional extras, an amount may be included in relation to costs for :-

Materials; books; instruments or equipment provided; buildings and accommodation; non-teaching staff; teaching staff engaged under contracts for services purely to provide the optional extra; an appropriate proportion of the amount, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

**Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.**

**Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.**

**In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.**

**Parental agreement is necessary for the provision of an optional extra which is to be charged for.**

With regard to Music tuition as an optional activity we will charge for vocal or instrumental tuition provided either individually or to groups of pupils, if that the tuition is provided at the request of the parent/carer except for a pupil who is looked after by a local authority.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include special school trips. However there is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The school will charge for the following extended school activitiesactivities:

Breakfast Club

After-School Club

Sports Clubs

Holiday Clubs

Weekend Club

## Residential visits \*

\* We will offset some or all of the cost of a residential visit for families in receipt of one of the following:

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (Working Tax Credit run-on

Universal Credit

Other sudden or endemic unusual circumstances

Signed Headteacher

Date:

Signed on behalf of the Governing Board;

Date: