



Charging and Remissions Policy

Updated: October 2020

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools and the Education Act 2006 requires that education during normal school hours is provided free of charge.

1) The Objectives of Charging Provisions:

- To maintain the right to free school education.
- To establish that activities offered wholly or mainly during normal teaching time are available to pupils regardless of their parents' ability or willingness to help meet the cost.
- To give the school the discretion to charge for optional activities provided out of school hours, while acknowledging that there is no statutory requirement to charge for any form of education or related activity.
- To invite voluntary contributions for the benefit of the school; or in support of any activity organised by the school, whether during or outside school hours.

2) The Governors will charge for the following areas of activity as permitted under the Education Act 1996:

- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours.
- Optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made. Income from charges associated with clubs which are run by our teaching staff or external organisations are to cover the cost of use and effective updating of appropriate resources to provide the best possible future provision.
- Where arranged visits are to be paid for by voluntary contribution the following wording or similar in a letter to parents will apply:

“A voluntary contribution of £.....is requested to cover travel costs, insurance, admin and entry fees

for this visit. We must emphasise that if most parents do not contribute the above sum then the activity will not be able to take place for any of the children. If the activity does take place a child whose parents have not contributed will still be able to go.”

Where there are lower ratios required or where there many parents volunteering we may need to ask for a further contribution from those volunteers. This is at the discretion of the Headteacher.

- At the end of each visit the surplus or deficit will be calculated from the visit sheet and confirmed against the ledger records.
- If the visit makes a surplus, then parents and guardians will be offered a refund where the sum involved per pupil might reasonably be expected to be refunded
- As a guideline, if there is a surplus equivalent to 5% or more of the sum contributed, it will be refunded to the parents that paid, subject to a minimum refund of £5 per head.

- The school may ask for parental permission in advance of the visit to treat any surplus below a given sum as a contribution to school funds.
- From time to time, parents may be asked to contribute, voluntarily, resources for a lesson. (e.g. cooking ingredients and other specialist materials).
- Occasionally workshops are organised to take place in school and visiting performers attend to entertain the children. On such occasions, parents may be asked to contribute towards the cost of the event. If insufficient contributions are received, the event may be cancelled.
- For residential trips, pupils in receipt of free school meals will not be charged for the board and lodgings components of the overall price.

3) Damage to School property

The school reserves the right to seek payment from parents / carers for damage or loss school property, buildings or equipment caused willfully or negligently by their child.

4) Subsidies

At the discretion of the Headteacher, certain activities may be subsidised to a limited extent as funding allows. The subsidy of an activity does not preclude its being charged at full cost, or voluntary donations being sought for a repeat of that activity, or similar activity on a future occasion.

5) Debt recovery

Where a family's debts are high and unresolved the School reserves the right to apply any income received from the family to its outstanding debts before providing new chargeable goods and services.

In the case of clubs, places will not be allocated until payment is received.

6) Refunds

- When charging for outings, journeys and activities, the school only charges an amount to cover all costs. If an activity is cancelled, a full refund will be offered as soon as possible.
- The school will not consciously increase the overall charge per pupil in order to subsidise others.
- Where a child misses an outing or an activity due to illness or other unavoidable reason, a refund will be considered by the Headteacher
- Dinner money payments are sometimes made in advance and refunds will be offered in the case of overpayments.
- The Headteacher is empowered to make determinations regarding individual cases arising from the implementation of this policy.

7) Review and monitoring

The Governors review the effectiveness of this policy every 3 years and ensure that practice across all school is in line with the policy. Any review will take into account the most up-to-date legislation and practice.