



Charging and Remission Policy

The Alwyn and Courthouse Federation

Approved by:	Governing Board	Review date: May 2024
Last reviewed on:	Summer 2023	
Next review due by:	Summer 2025	

1. Aims

Our schools aim 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

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

4.1 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.

4.2 Headteachers

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

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

5. Where charges are not made.

5.1 Admissions

There is no charge for admissions.

5.2 Public examinations

There is no charge for examinations that are part of the curriculum and on the schools' set examinations list, where children have been prepared for the examinations by the schools.

5.3 Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for transport during school hours to school-organised activities unless it is an organised school trip and transport costs are charged as part of the trip.

5.4 Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

6. Where charges can be made.

6.1 We may charge for:

- *books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)*
- *optional extras (section 6.2)*
- *music or vocal tuition (section 6.5)*
- *swimming (section 6.6)*

6.2 Optional extras:

The schools will charge for optional extras. Optional extras include but are not limited to:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

The cost of optional extras

The Executive Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Executive Headteacher on the recommendation of the finance committee on behalf of the governing board.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 9**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The schools will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6.3. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 5.4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those children who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

6.4. Residential activities

Board and lodging:

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying all or part of this cost** (see **section 9** for more guidance on remissions.)

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

6.5. Music tuition within school hours

Our federation follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum (i.e., peripatetic music teachers).

We also charge parents for instrument hire as part of our music curriculum if they wish to take it home to practice.

6.6 Swimming

The federation provides opportunities for children to swim approximately every week in the summer term using our school swimming pool in line with the national curriculum expectations.

We ask for voluntary contributions towards the running costs of operating the pool.

6.7 Extended services

The Alwyn and Courthouse Federation provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

We do not charge for extended services.

6.8. Damage to property and breakages

Where school property has been wilfully damaged by a child or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a child, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Executive Headteacher and will be dependent on the situation.

7. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers of children eligible for pupil premium funding or free school meals.

The Executive Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and children, and this will be determined by the Executive Headteacher.

8. Voluntary contributions

The school, governing board or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

Contributions are voluntary and the school will not pressure parents to make a contribution.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

9. Inability or unwillingness to pay

Our federation is committed to ensuring fair access and treatment of all students and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

10. Monitoring arrangements

The school business manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Executive Headteacher annually.
At every review, the policy will be approved by the governing board.