

Charging and Remissions Policy



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1. Aims

The Nene Valley Partnership and all of 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 be made

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 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.

2. Definitions

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

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees has responsibility for writing and approving this policy.

3.2 The governing board

The governing board has overall responsibility for monitoring the implementation of this policy.

3.3 Headteachers

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

3.4 Staff

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

3.5 Parents

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

4. Where charges cannot be made

Below we set out what we **cannot** charge for:

4.1 Education

- Admission applications
- 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:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4.2 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/Trust Board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit, although a voluntary contribution may be sought (see section 6).

4.3 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

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

5. Where charges can be made

Below we set out what we **can** charge for:

5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Early Years provision, in certain circumstances, where this is not funded by the Government Early Years Grant for parents
- Community facilities (See Lettings policy)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

5.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board/Trust 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)

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
- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, 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.

5.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

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

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

5.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6. Voluntary contributions

As an exception to the requirements set out in section 4 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:

Theatre visits, either on or off site.

Certain sporting activities.

Some educational visits or opportunities which are not an essential part of the curriculum.

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.

7. Activities we charge for

Nene Valley Partnership schools will charge for the following activities:

Breakfast club, and after-school childcare and clubs run by the school which are not funded by a specific grant.

School lunches at primary schools where not covered by Free School Meals, the Universal Infant Free School Meal Grant or, at Bozeat Primary School, by Pupil Premium funding.

Cogenhoe Primary School Pre-School Lunch.

Bozeat Primary School Pre-School Lunch Club where this is not covered by the Government Early Years Grant available to parents.

School lunches at Wollaston School where not covered by Free School Meals.

Lockers at Wollaston School (an annual rental charge and a returnable key deposit).

Optional Extra activities as described in section 5.

Residential visits (such as an annual ski trip).

Charges are calculated based on staffing, accommodation, transport, resource and equipment requirements depending on the activity.

For regular activities, the charges for each activity will be determined by the governing board annually and reviewed in each year. Parents will be informed of the charges for the coming year.

Nene Valley Partnership schools may charge for damage to school property, especially where this is caused by deliberate action or vandalism. Schools may also charge for replacement school property, for example lost library books. There will be a charge for replacement Cash Café cards at Wollaston School.

8. Remissions

In some circumstances the school may not charge for items or activities set out in sections 5 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

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 (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

We may also use Pupil Premium funds for eligible students as a remission against the cost of some activities, if the activity will be of benefit to the child or young person.

9. Monitoring arrangements

The Headteacher or School Business Manager at each school monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Trust Board every two years.

At every review, the Governing Board will be invited to evaluate and comment on the policy, prior to approval by Trust Board.