

# **Charging and remissions policy**

Calmore Infant School



**July 2023**

**To be renewed July 2024**

## Aims

Our school aims 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

## 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](#).

## Definitions

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

## Roles and responsibilities

### 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.

### Headteacher

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

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

## Parents

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

**Calmore Infant School** cannot and will not charge for:

- 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 or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education;

**Calmore Infant School** can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes the child to own them;
- Optional extras (see below)

### Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not part of the National Curriculum or part of religious education
- Transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

In 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, this includes supply teachers engaged specifically to provide the optional extra;

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. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. The school offers some optional after-school activities, such as football coaching.

Tuition charges for these activities may either be payable to the school or to the organisation providing the activity (e.g. Team Spirits Sports Clubs, Yoga beans, Flamingo child care club).

### **Voluntary Contributions**

We will ask for voluntary contributions from parents/carers as necessary to ensure that educational opportunities which parents/carers and children value are not discontinued simply because their funding cannot be justified against other educational entitlements. However, if the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher must also make it clear to parents/carers that there is no obligation to make any contribution.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Parents/carers have a right to know how each trip is funded. The school will provide this information on request. When making requests for voluntary contributions to the school funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory. Support is available towards part of the cost of an activity where pupils are in receipt of Pupil Premium Funding.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers.

This list is not exhaustive:

- Visits to outdoor activity areas;
- Sporting activities which require transport expenses;
- Visits to the theatre;
- Musical events;
- Theatre in education visits to school
- Visits to educational establishments, to support the children's learning

### **Transport Schools cannot charge for:**

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

- Transport provided in connection with an educational visit. However, a voluntary contribution may be requested Remissions Policy

In all cases where parents/carers wish their child to participate, but have difficulty making the full requested contribution, they should discuss this with the Headteacher. The Headteacher will decide upon each case on its merits and with due regard to available funds. If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents/carers.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an (afterschool football club) as an optional extra.

The governing body may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits. After School Clubs run by external bodies on the school premises. Other clubs run by external bodies (e.g. Team Spirits Sports Clubs, Yoga beans, Flamingo child care club) are not covered under this policy.

### **Damage to property and breakages**

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.