

Produced by:	Operations Director
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Crofton School

Charging and Remissions Policy

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1. 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

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 Headteacher

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 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.

4.4 Parents

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

5. Where charges cannot be made

5.1 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

5.2 Exams

- 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

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- 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

6.2 Music tuition

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- For a pupil who is looked after by a local authority

Crofton School has a policy of subsidised music fees. The school currently pays approx. 40% of the total costs. The scale of charges is therefore based on 60% of actual cost and the number of pupils wanting to take extra musical tuition (rounded to the nearest £5 per term). This will change year on year with number of pupils who opt for music tuition and the overall cost associated with providing this service.

Parents will be notified, in writing, of the scale of charges at the start of school each year. Students are expected to commit to lessons for a period of not less than one year.

- A reduced charge of 75% of the full annual charge will be made for siblings and/or additional instrument.
- Failure to meet the parental contribution towards the cost of extra music lessons will lead to forfeiture of those lessons.

6.3 Residential visits

Where a residential trip takes wholly, or mainly outside of school hours the full cost of the visit may be charged, but the charge must not exceed the actual cost. A refund will be made if an activity/visit ends with a surplus of £10.00 per head or more.

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 which would not otherwise be possible.

Voluntary contributions may be sought for activities taking place during school time. In these cases initial letters requesting such contributions must be treated differently; but will

- explain the nature of the activity and its likely value in educational terms;
- indicate the cost per student which would be required if the activity were to take place;
- note that as this is a voluntary contribution and the trip / activity will not go ahead if insufficient contributions are received. If paying for the trip is a problem, please contact the trip organiser or Finance Department.
- explain that in the event of insufficient contributions being forthcoming the activity would be cancelled for all the students.

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.

Where a charge is made this cannot exceed the cost of the provision. A refund will be made if an activity/visit ends with a surplus of £10.00 per head or more.

8. Activities we charge for

The school will charge for the following activities:

- Board and lodging on all residential visits.
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to Religious Education. In this case the full cost may be charged including sufficient to cover the expenses of those members of staff or other qualified adults who must accompany the activity where this is necessary. These activities will be voluntary.
- The cost of entering a student for public examinations in excess of a single entry per subject.
- The cost of any enquiries relating to public examination results.
- The cost or supply of materials or ingredients in subjects such Food Technology
- The cost of certain items explicitly indicated in our schedule of publications under the Freedom of Information Act

9. Remissions

Where a residential trip takes wholly, or mainly during school hours or is necessary as part of the national curriculum syllabus, 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

The Operations Director and Finance Officer monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Operations Director bi-annually.

At every review, the policy will be approved by the governing board.