



Altmore & Lathom Schools Federation

Charging & Remissions Policy

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Introduction:

This policy gives guidance to the Governing Board, members of the Leadership Team and staff involved in the management of the school's finances. It is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 which set out the law on charging for school activities in England. The purposes of these provisions are:

- To maintain the right to a free school education.
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

It gives clarity in regard to what schools can and cannot charge for, voluntary contributions, and endorses the principles in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

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 is responsible for approving the charging and remissions policy, the Executive Headteacher is responsible for its implementation and staff are responsible for notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. Parents should notify staff or the Executive Headteacher of any concerns or queries regarding this policy and making voluntary contributions.

The school will not charge for:

- Admission applications.
- School meals for pupils who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals currently are funded through the Mayoral Pledge to Newham Residents. If this changes then they will be charged a set amount per meal decided by the Governing Board.
- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, the school may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Swimming lessons for all KS2 children. Lessons take place in school time and are part of the National Curriculum.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- 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 or a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education.
- Early Years education.
- Supply teachers to cover for those teachers who are absent from school or accompanying pupils on a residential visit.
- 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 Board or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Voluntary Contributions

The school asks for a termly voluntary contribution of **£5.00** from parents to fund activities during school hours which would not otherwise be possible, however, it is important to note that no child will be excluded from an activity simply because their parents are unable, or unwilling to pay. The school will provide information to all parents in regard to how monies are spent.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled. Parents will be made aware of a possible cancellation in the information circulated. At times, the school will pay additional costs in order to support the visit.

When making requests for voluntary contributions it will be made clear to parents:

- That giving a contribution is voluntary and there is no obligation to pay.
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Some activities which the school may ask parents for a voluntary contribution towards include:

- Visits from professionals including authors, performance artists, musicians, etc.
- Visits to museums which include particular activity/workshop sessions
- Sporting activities
- Outdoor adventure activities
- Educational visits
- Musical events
- Transport costs
- The school may ask for an additional voluntary contribution for activities in school time which otherwise would be prohibited by cost

The school may charge for:

- Activities outside school hours including clubs and extended services.
- Any materials, books, instruments or equipment, where the child's parent wishes to own them. This may include study support books/materials, etc.
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours, including residential visits (costs will be for board and lodging only). Parents of children who receive free school meals are able to make a reduced payment.
- Individual/Group Instrumental Tuition outside of that provided through the curriculum. There is a charge for individual or small-group music tuition, as this is in addition to that offered via the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers, parents receive information about the music lessons/tuition and choose to participate and pay. Children in Care who wish to have instrumental tuition are entitled to free tuition.
- Breakages and damage to school property where repair/replacement costs have been incurred. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.
- Those children accessing wraparound care in the Breakfast and After School childcare provision.
- Lettings – please refer to the Lettings Policy.

Remissions

In some circumstances, in order to remove financial barriers for disadvantaged pupils, the Governing Board agrees that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

This remissions statement sets out the circumstances in which charges will be waived. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, parents are able to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Executive Headteacher/Head of School on behalf of the Governing Board. All parents have the right of appeal to the Governing Body if necessary.

Families qualifying for remission or help with charges include those parents in receipt of:

- Income Support
- Income based Job-seekers Allowance

- Child Tax Credit (where the person is not receiving Working Tax Credit and has an annual income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related Employment and Support allowance
- 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).

Additional categories of parents may claim help with some costs in some circumstances.

General

The Governing Board may from time to time, amend the categories of activity for which a charge may be made. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Monitoring

The Financial Systems Manager monitors charges and remissions, and ensures they comply with this policy. This policy will be reviewed on an annual basis by the Executive Headteacher and approved by the Governing Board.