

Charging and Remissions Policy



1. Aims and Summary

The aims of this policy are to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. We have based our policy on official guidance issued by the DfE, updated in May 2018, available [here](#).

In summary:

- Schools are permitted to request voluntary contributions for offsite visits
- Schools are permitted to charge for additional music tuition, over and above the 'regular' music curriculum, where that tuition is requested by parents
- Schools are permitted to charge for board and lodging for residential visits
- Schools are not allowed to formally charge parents for educational activities during school hours.

2. Introduction

All education during school hours is free. School cannot charge for:

- admission to the school
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, if this is part of the National Curriculum
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Schools can charge for:

- any specialist materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- music and vocal tuition, in certain circumstances (where the parent has requested the tuition)
- certain early years provision e.g. extra hours of 2 or 3 year old care, over and above the hours provided free to eligible families
- after school clubs
- breakfast clubs and after school childcare
- board and lodging for a pupil on a residential visit
- certain 'optional extras'
- community facilities (lettings).

3. Voluntary Contributions

Schools are permitted to ask for voluntary contributions. We recognise the valuable contribution that visits make to learning, and we therefore encourage our teachers to build trips and other activities into the topics they plan. These activities enrich and broaden the curriculum.

As a school we meet a significant part of the cost of educational visits from our own resources, including from the Pupil Premium and from monies raised from Clubs fees. All trips are subsidised. We may meet the remaining cost by requesting voluntary contributions from parents.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may have no option but to cancel a trip, and this will be made clear to parents. If a parent 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 if it goes ahead.

4. 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, where the parent wishes to own those items. Optional extras are:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of 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 required to take the pupil to school or to other premises where the local authority/governing board have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit.

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;
- the cost of buildings and accommodation;
- the cost of 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; and
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 prerequisite for the provision of an optional extra where charges will be made.

5. Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

At Grangetown, we provide small-group tuition in violin and cello, and a small (subsidised) charge is made for this. The sessions are taught by skilled peripatetic teachers. This is over and above our regular national curriculum music lessons.

6. Residential Visits

If we organise a residential visit ***in school time or mainly school time***, which is to provide education directly related to the National Curriculum, we do not make a charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

In the above case, for a residential visit ***in school time or mainly school time***, no charge will be made for board and lodging in respect of students whose parents are receiving:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190;
- Guarantee element of Pension Credit.

If the visit is outside of school hours, we do charge for both travel expenses and board and lodging.

Our annual residential visit to Derwent Hill is deemed a chargeable 'optional extra', particularly as it takes place over the course of a weekend. An expression of interest will always be gained and payment information clarified prior to a booking being confirmed. A flexible plan will be in place for families to spread the cost of payments. Fees for Derwent Hill are always heavily subsidised.

7. Lettings

- Previously, we did let a room out – weekly – to a Baby Nurture group.
- We hire out our Community Room to the Council, for local and national elections, to act as a polling station.
- We are currently updating our Lettings Policy, and – one that update is done – we will add a link here.

8. School Meals

We publish annually the price to be charged for school meals, which is determined by the Local Authority catering service.

9. Breakfast Club and After School Care Club

We charge for Breakfast Club provision (7.45-8.50), and for our Home from Home After School Club provision (3.15-5.00).

10. After School Clubs

We make a small charge for After School Clubs. Funds raised subsidise the cost of offsite visits.

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- Reviewed & updated: June 2024, by L McAnaney
 - To be considered by Governors at our next FGB meeting in July 2024.
 - Next Review: July 2026.