



ROTHERHITHE SCHOOL CHARGING AND REMISSIONS POLICY

Date of issue	September 2017	Date of next review	
ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL BY THE GOVERNING BODY AT THE MEETING ON (DATE ABOVE)			
SIGNATURE OF GOVERNING BODY REPRESENTATIVE			
NAME OF GOVERNING BODY REPRESENTATIVE			

Copies of this plan are held by:

NAME	DESIGNATION

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AIMS

School is an inclusive school offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

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 be made

LEGISLATION AND GUIDANCE

This policy is based on advice from the Department for Education (DfE) on [charging for school activities 2018](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

This policy complies with our funding agreement and articles of association.

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.

In our school, responsibility for approving the charging and remissions policy has been delegated to Deri O'Regan (Link finance governor) and the Executive Head teacher.

THE EXECUTIVE HEADTEACHER

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

STAFF

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

PARENTS

Parents are expected to notify staff or the Head of School or Executive Headteacher of any concerns or queries regarding the charging and remissions policy.

WHERE CHARGES CANNOT BE MADE

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

EDUCATION

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

RESIDENTIAL VISITS

- A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs, are met by voluntary contributions.
- Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
 - Universal Credit in prescribed circumstances;⁶
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2016/17);
 - the guaranteed element of State Pension Credit;
 - any income related employment and support allowance that was introduced on 27 October 2008.

WHERE CHARGES CAN BE MADE

EDUCATION

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision – e.g. nursery lunch

NON-EDUCATION

- Community facilities
- Hiring of premises or equipment e.g. hiring out the school building for film crews, hiring out the stage

BREAKAGE

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Head of School or Executive Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

OPTIONAL EXTRAS

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/governing 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.

MUSIC TUITION

The school 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
- For a pupil who is looked after by a local authority

RESIDENTIAL VISITS

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

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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

e.g. school trips, sports activities.

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.

ACTIVITIES THIS SCHOOL CHARGES FOR

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

Currently the school charges for breakfast club.

Judo, Dance club, Music tuition after school clubs charge parents as an external agent.

REMISSIONS

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

- The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.
- The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Head of School or Executive Head Teacher.

- Parents should speak in confidence to the Head of School or Executive Headteacher if they are experiencing any financial difficulties.

MONITORING ARRANGEMENTS

The school monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the school and governing body. At every review, the policy will be approved by the governing body.