



Policy: CHARGING AND REMISSION For activities provided or arranged by the school

1. Policy

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

2. In this policy statement

“Outside school hours” means those times treated as outside school hours following the application of the calculations contained in Section 451 and 452 of the Education Act, 1996.

“Statutory duties relating to the National Curriculum” are those imposed by Part V of the Education Act, 1996.

“Statutory duties relating to the religions education” are those imposed by Section 352(1) of the Education Act, 1996.

3. Charges may be made by the school to cover the cost of each of the following:

- a) Activities which take place outside school hours and which are not provided as part of the syllabus, and are not required in order to fulfil statutory duties relating to the National Curriculum or religious education, e.g. a residential school trip, after school club.
- b) Materials involved in producing “a finished product” of a lesson where a parent of the pupil has indicated in advance a wish to own the product.
- c) Individual music tuition which takes place in or out of school hours.

Each of these cases is described in more depth in the following sections.

4. Activities which take place outside school hours and under the circumstances described in Paragraph 3(a)

Cases where charges may be made

Pupils whose parents have indicated in advance a willingness to participate in any activity which falls into this category and a willingness to meet such charges as are made.

The charge is based on the proportionate cost to each participating pupil of the following applicable charges:

Travel costs	Board and lodging (see paragraph 5)
Materials, books and equipment	Entrance fees
Insurance	Non-teaching staff costs
Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra).	

Cases where remission of charge may apply:

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Date: July 2018

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Co-ordinator: Headteacher



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Authorisation to completely or partially remit a charge for families in financial hardship is at the discretion of the Headteacher and will be considered on an individual basis. For example, where the school is in receipt of Pupil Premium funding and if the school has sufficient funds available to cover the cost.

5 BOARD AND LODGING

Cases where charges may be made:

Pupils participating in school activities which involve nights away from home, and whose parents indicated in advance a willingness for them to participate and to meet any such charges as are made.

Basis for calculating the charge:

The actual cost of providing board and lodging to each participating pupil.

Cases where remission of charges may apply:

Authorisation to completely or partially remit a charge for families in financial hardship is at the discretion of the Headteacher and will be considered on an individual basis. For example, where the school is in receipt of Pupil Premium funding and if the school has sufficient funds available to cover the cost

6 FINISHED PRODUCT OF PRACTICAL LESSONS

Cases where a charge may be made

Pupils whose parents have indicated in advance a wish to own the finished product of a lesson.

Basis for calculating the charge

The cost to each pupil of the materials required to make the finished product. Alternatively, parents may be asked to supply the required materials.

There will be no cases where remission of charges will apply. However a discounted price may be offered.

7 VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents to fund activities *during school hours* which would otherwise not be possible. For example, swimming, off-site visits, special visitors to school. The school reserves the right to cancel activities if insufficient funds are received to cover the cost (which would then be incurred directly by the school).