

TRINITY SCHOOL



Charging and Remission Policy

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

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

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.

Definitions

- **Charging:** 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.
- Insert if applicable:
- Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee.
- Monitoring the implementation of this policy has been delegated to the Finance and Resources Committee.

Headteacher

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that 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.

Parents/carers

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

Where charges cannot be made

1. School Admissions

Charging for admission to all maintained schools in the Borough either directly or indirectly is prohibited.

2. Education during School Hours

(i) Education provided by maintained schools in the Borough for its registered pupils/students will be free of charge if it takes place wholly or mainly during school hours. The only exception to this principle relates to individual music tuition (see paragraph v). Any activity organised by the school wholly or mainly during school hours will be free of charge.

(ii) Incidentals to the Provision of Education

Parents may not be charged or asked to supply any materials, books, instruments or other equipment for use in connection with education provided during the school hours.

(iii) Transport

Transport provided by the Local Education Authority to carry pupils/students between parts of the school premises or between the school and any other place where education is provided by the Local Education Authority will be provided free of charge.

However, parents may be asked to meet the costs of transfer from home to an activity sanctioned but not provided by the Local Education Authority (e.g. work experience).

(iv) Charging in Kind

Schools must provide or pay for all ingredients, materials, and equipment etc., needed for practical subjects such as Home Economics or Craft and Design Technology. Schools may charge for, or require the supply of ingredients and materials if parents have indicated in advance that they wish to own the finished product.

(v) Music Tuition

Present provision of individual music tuition provided by the Local Education Authority will continue to be funded by the Local Education Authority without charge to parents. However, any extension of this individual tuition will be charged to the parents with the exception of any tuition which is provided to fulfil the requirements of a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free. If a charge is made for individual tuition then parental agreement must be obtained in advance of the tuition taking place.

(vi) Activities arranged during school hours by a Third Party

An organisation other than the Local Education Authority, Governing Body, or School, can arrange an activity to take place wholly or mainly during school hours

and may charge for this activity. However, the organisation responsible for the activity must levy its charges directly to the parents in return for the services provided. The Local Education Authority, Governing Body and School will not be involved in the transaction and it is a matter for the parents of the children taking part in the activity to ask the school to grant the children leave of absence to join in the activity. Similarly, a teacher wishing to be included in the activity must request leave of absence in the usual way. It is therefore a matter for the parents and any member of staff, released for the activity, to satisfy themselves regarding the arrangements for the safety and welfare of the children.

Note: The Governing Body and the Headteacher will have to consider whether the release of pupils/students can be justified given the need to meet the statutory requirements of the curriculum in respect both of those pupils/students involved in the activity and of the pupils/students remaining at the school.

3. Education outside School Hours

(i) Free Education

No charge may be made for education or associated incidentals provided wholly or mainly outside school hours where the education is provided:

(a) to fulfil requirements specified in the syllabus for a:

- (a.1) prescribed public examination;
- (a.2) to fulfil statutory duties relating to the National Curriculum or to Religious Education.

(ii) Optional Extras

(a) Charges made for education wholly or mainly outside school hours of a provision does not include the items specified in 3(i) above. Such education is defined by the Act as an optional extra and it is Borough Policy that charging is at the discretion of the Governing Body and the Headteacher. However, it must be understood that, any activity which takes place wholly or mainly during school hours cannot be classified as an optional extra.

(b) Participation in such an optional extra must be based on parental choice and a willingness to meet such charges as may be made.

(c) Governing bodies and Headteachers must note that charges for individual pupils must not exceed the actual cost of providing the optional extra activity. The charges must not include any element of subsidy for any other pupils whose parents are unwilling or unable to pay the full charge. If there are such cases it is a matter for the Governing Body and Headteacher to decide whether the school pays either the part cost or full cost of such cases. The cost charged to parents for an optional extra activity can include the following elements:

- (c.1) a pupil's/student's travel cost;
- (c.2) a pupil's/student's board and lodging costs;
- (c.3) materials, books, instruments and other equipment;
- (c.4) non-teaching staff costs;
- (c.5) entrance fees to museums, castles, theatres, etc; (c.6) insurance costs.

(d) The charges may also include the costs of engaging teaching staff specifically for the purpose of providing the activity and supplying such staff with travel, board and lodging. If any of these staff are already employed by the Local Education Authority or the Governors, their costs must not be included in the costs passed to pupils unless they are:

(d.1) employed to provide individual tuition in the playing of a musical instrument; or,

(d.2) engaged on a separate contract for services to provide the optional extra.

For (d.2) the contract can be a simple document or letter written on behalf of the Governing Body or the Local Educational Authority inviting a teacher to provide certain services for a specific activity taking place at a specified time in return for payment of expenses and, where appropriate, a fee. The teacher must signify agreement by returning a copy of the letter. (The Education Department will supply copies of such a document that can be used).

4. Late Collection of Pupils

Under Section 457 of the Education Act 1996, the school governing body has the authority to impose charges on parents or carers who fail to collect their child within a reasonable time after the end of the school day or after a school activity.

To ensure the safety and wellbeing of pupils and to cover the additional staffing and supervision costs incurred, the school will implement the following procedures and charges for late collection:

(i) Procedures

- a) Parents/carers must collect their children promptly at the end of the school day or after-school activity.
- b) If a child is not collected within 15 minutes of the scheduled end time, the school will begin recording the incident as a late collection.
- c) Staff will attempt to contact the parent/carer and, if unsuccessful, will contact emergency contacts listed on the child's record.
- d) The child will remain under adult supervision until collected.

(ii) Charges : Parents and Transportation

A charge of £20 will be applied for late collections starting after the first 15 minutes, which is provided as a grace period. If the pupil is not collected after the first hour, the fee will be £10 per 30-minute interval, equivalent to £20 per hour (or part thereof). This charge covers the cost of staff supervision and any disruption caused to school operations, including delays due to transportation.

Repeated late collections may be referred to the Designated Safeguarding Lead (DSL) and could result in further action if deemed necessary.

5. Education partly during School Hours

(i) Free Education

Where an activity takes place during and partly outside school hours no charges may be made unless it involves individual tuition in the playing of a musical instrument.

Voluntary contributions

As an exception to the requirements, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include: food technology ingredients, School Trips

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

Monitoring arrangements

The Finance Committee of the Governing Body monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed annually and updated in line with statutory guidance and operational needs.

Governors' Statement of Charging Policy

In conformity with the requirements of the Education Act 1996, sections 449-462 of which sets out the law on charging for school activities in maintained schools in England, it is the policy of the Governing Body:

1. To levy, except where pupils are entitled to statutory remission, a charge for all board and lodging costs on residential visits.
2. To levy a charge for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for prescribed public examination.
3. To levy no charge for examination entries except where:
 - (a) the school has not prepared pupils for the examination in the year for which entry is made, or
 - (b) a pupil has failed, for no good reason, to complete the requirements of the examinations or to attend it.
4. To levy no charge in respect of books, materials, equipment, instruments, or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at

school, except where parents have indicated in advance their wish to purchase the product.

5. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
6. To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.
7. To leave to the Head's decision, the proportion of costs for an activity which should be charged to public or non-public funds.
8. To delegate to the Chair of the Governing Body and the Headteacher the determination of any individual case arising from the implementation of this policy.