

# Gladesmore Community School



## CHARGING & REMISSIONS POLICY

[F5.1]

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## **CHARGING & REMISSIONS POLICY [F5.1]**

### **1. Aims**

Gladesmore Community 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

### **2. 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 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **3. Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

### **4. Roles and responsibilities**

#### **4.1 The governing body**

Responsibility for approving the charging and remissions policy has been delegated to the Site, Finance & Personnel Committee. The governing body also has overall responsibility for monitoring the implementation of this policy.

The determination of responsibility for any individual case arising from the implementation of this policy is delegated to the CEO/headteacher.

#### **4.2 The CEO/headteacher**

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

#### **4.3 Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the CEO/headteacher and/or Finance Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

#### 4.4 Parents/Carers

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

### **5. Where charges cannot be made**

Below we set out what the school cannot charge for:

#### 5.1 Education

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
  - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
  - Entry for a prescribed public examination if the pupil has been prepared for it at the school
  - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

#### 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

#### 5.3 Residential visits

- 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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **6. Where charges can be made**

Below we set out what the school can charge for.

### 6.1 Education

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras (see below 6.2)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### 6.2 Optional extras

The School can charge for activities known as 'optional extras.' In these cases, there can be a 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 body 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, and supervised homework sessions)
- Holiday or weekend sessions/clubs

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
- Cost of supporting 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.

### 6.3 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

## 6.4 Residential visits

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

## 7. Voluntary contributions

As an exception, the school can ask for voluntary contributions from parents/carers 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:

- Educational trips where the school wishes to go beyond the expectation of the national curriculum

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents are unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

## 8. Activities this school charges for

The school will charge for the following activities:

- Trips not essential to the school curriculum. At minimum, this will include cost for transportation and venue admission where applicable. On occasion it may be appropriate to include the cost of covering staff
- Examination entries. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- Music Tuition. The school levies charges in respect of individual music tuition, and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. A discount is available to pupils whose families are entitled to free school meals.
- Activities Outside School Hours. No charge will be made for activities outside school hours that are part of the National Curriculum or that form an essential part of the syllabus for an approved examination. If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.
- Damage/Loss to Property. A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the School may decide.

- A charge will be levied in respect of wilful damage, neglect, or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the School may decide.
- Lettings. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body Site, Finance & Personnel Committee. For users connected to the school, the charge will be based on the site staff overtime costs and any other overheads. For more details, see the school Lettings Policy
- Other miscellaneous services. The school may levy charges for miscellaneous services up to the cost of providing such services e.g., for providing a copy of an OFSTED report, Freedom of Information Act requests.

## **9. 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 body and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits can be granted a discount from paying the full cost of body and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **10. Monitoring arrangements**

The School Finance Manager monitors charges and remissions and ensures these comply with this policy.