

Walsh Church of England Infant and Junior School Charging and Remissions policy



Agreed	Autumn 2024
Review	Autumn 2025
Statutory	yes
Annual	yes

This document is a statement of the aims, principles and strategies used for charging parents at Walsh C of E Infant School and Walsh C of E Junior School.

1. Aims:

Our schools aim 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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Our schools want to provide a range of experiences to enrich and extend pupils' learning and contribute to their personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, some of these activities have an associated cost, which, is not covered by the school's funding and therefore cannot be provided unless voluntary contributions are received, or parents are charged.

The school day is defined as 8:45 am – 3:15pm at the infant school and 8:50 am – 3:20 pm at the junior school (the midday break does not form part of the school day).

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 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#). This policy complies with our funding agreement and articles of association.

3. Definitions:

Charge: a fee payable for specifically defined activities

Remission: the full or partial cancellation of a charge which would normally be payable

4. Roles and responsibilities:

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

Staff are responsible for implementing the charging and remissions policy consistently and 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 are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made:

- No charge will be made in respect of admission to the school.
- No charge will be made for activities which are a necessary part of the National Curriculum, including Religious Education, which take place wholly or mainly during school hours, except in the case of requested individual music tuition.
- No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school.
- No charge will be made for transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

6. Voluntary contributions:

Voluntary contributions may be requested to help with providing some activities, even though they may be part of the normal school day or part of the National Curriculum. For example:

- Swimming lessons
- Materials, ingredients or equipment for specialist activities such as Art, DT or Science
- Educational visits off-site
- Workshops on-site

The contribution will be voluntary, and no pupil will be prevented from participating because his/her parents cannot or will not contribute. However, if sufficient contributions are not received, the activity may be cancelled. Parents will be advised of this when a voluntary contribution is requested.

7. Charges:

The Headteacher reserves the right to make a charge for the activities and items listed below:

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 7.2)
- Music and vocal tuition, in limited circumstances (see section 7.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

7.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 LA or 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/carers 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 that is to be charged for.

Optional extended day services offered to pupils (such as breakfast club, after-school club, extracurricular activities). Participation will be on the basis of parental choice and a willingness to meet such charges as are made.

Damage to school property such as a broken window, or a defaced, damaged or lost book, where this is a result of a pupil's behaviour

7.3 Music tuition

Schools 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/carer.

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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

7.4 Residential visits

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

Refunds will only be issued in the circumstance that the school is in receipt of a refund from a third party.

8. Calculating charges:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

When calculating costs, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of accommodation and utilities

There will be no levy on those who contribute to support those who cannot or will not pay. Support for cases of hardship will come through external voluntary contributions and fundraising. Parents who would potentially qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

9. Remissions:

In some circumstances the school may wish to remit in part, or full, the cost of items or activities set out in section 7 of this policy, or where a voluntary contribution has been requested. This will be at the discretion of the Headteacher and will depend on the activity in question.

The Headteacher reserves the right to make a partial or full remission for the cost of board, lodging and transport costs associated with approved residential visits when the parents of a pupil are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Confidentiality:

Should any parent/carer require any financial assistance with voluntary contributions requested they should contact the Headteacher to speak in confidence.