



Charging and Remissions Policy

Date policy last reviewed: April 2021

Signed by:

Lorna O'Brien

Headteacher

Date: 07.10.21

John Forshaw

Chair of
Governors

Date: 07.10.21

Legislative Context

Sections 449-462 of the Education Act of 1996

Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018.

1. Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At Ainsdale St John's CE Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities.

2. Principles

In line with the Education Act of 1996 and associated guidance.

No charge:

- We make no charge for National Curriculum related activities in school time or out of school hours.
- We make no charge for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- We make no charge for entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- As per School Admissions Code 2012 there are no requests for financial contributions as part of the admissions process.

The right to charge:

We reserve the right to charge for;

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
- music and vocal tuition, in limited circumstances and as requested by the parents
- community facilities

3. Optional Extras

We reserve the right to charge for;

- education provided outside of school time that is not: a) part of the national curriculum;
- 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 have 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 (for example breakfast club, after-school clubs and supervised homework sessions)

4. Voluntary Contributions

- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where the child is on the Pupil Premium register.
- We may ask for a contribution where it enables an increase in, or enriches, non-statutory extra curricula provision
- We support the development of all community groups use of school facilities through a flexible charging approach

5. School lunches

- No charges will be made for pupils entitled to free school meals.
- We will charge all pupils not entitled to free school meals an amount determined by our local authority school meal contractor.

6. Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Music instrumental teaching

Specialist teaching in class will be provided free of charge.

Charges would set on an annual basis and paid in advance. Parents will be expected to hire or buy their child's own instrument.

7. Extra-curricular clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

8. Transport

The school will **not** charge for:

- transporting registered pupils to or from the school premises, where the local education 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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

9. Residential visits

The school will **not** charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school reserves the right to charge for:

- residential visits that are not part of the national curriculum
- board and lodging, and the charge must not exceed the actual cost

10. Damage to Property or breakages

- We may seek to recover some or all of the costs incurred due to willful damage or breakage of school property. This will be determined by the Headteacher.
- We may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

11. Key Responsibilities:

The Governing Body

- Will review and amend the charging and remissions policy as appropriate
- The policy will be reviewed annually

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the Finance Committee

School Finance Officer

- Will provide effective financial administration enabling efficient budget management by the Headteacher

Users

- Will abide by the terms and conditions of the booking and hiring contract

12. Procedures

1. Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost may be requested as outlined above. Where insufficient voluntary contributions are received this may result in the visit being cancelled.

2. On-site activities Curriculum Enriching Activities

A voluntary contribution not exceeding the actual cost may be requested as outlined above. Where insufficient voluntary contributions are received this may result in the visit being cancelled.

13. Remissions

The school reserves the right to waive any charge.

14. Monitoring and review

The policy and associated procedures will be monitored termly by the school's finance officer in consultation with the headteacher.

As noted above the policy will be reviewed annually by the appropriate Finance committee and a report provided for the Governing Body.

The policy is subject to in year review in the light of any changes in legislation and/or guidance.