



Charging and Remissions Policy

Date:	Autumn 2020
Date for review:	Autumn 2023
Status:	Statutory

1. Introduction

The Governing Body of Claygate Primary School is committed to the general principle of free education, but also recognises that voluntary contributions by parents can significantly enhance the quality of the school's provision by supporting a range of additional activities.

The purpose of this policy is to set out the circumstances in which charging for school activities is (and where it is not) permissible, and the kinds of activities for which voluntary contributions may be requested. This policy is written in accordance with sections 444-462 of the Education Act 1996, and the corresponding guidance document 'Charging for School Activities' (DfE, 2014).

Under the terms of the 1996 Act, the school *cannot* charge for:

- an admission application
- education provided during school hours (including the supply of materials, books etc)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a public examination that the pupil is being prepared for, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum

The school *can* charge for:

- any materials, books or equipment where the child's parent wishes him or her to own them
- optional extras; such extras would include education outside of school hours where it is not part of the National Curriculum; board and lodging for pupils on residential journeys
- music and vocal tuition

The legislation described above does not prevent the Governing Body from asking for a voluntary contribution for any school activity, and this is described in section 5.

2. Individual Instrumental Music Tuition

2.1 Charging

Music lessons are an exception to the general rule that education during school hours must be free. Peripatetic staff visit the school to provide individual and group tuition in a range of musical instruments. The 1996 Act permits parents to be charged for this tuition, and the current arrangement is that Surrey Arts, by whom all peripatetic music staff are employed, make this charge. The school, therefore, is not directly involved in making the charge.

2.2 Remission

Because the school does not levy the charge for music tuition it is not possible for the school to remit that charge. However, if sponsorship or some other form of subsidy is arranged, the school would support the principle of subsidising individual music tuition for pupils. The 2007 Regulations (above) make it clear that no charge for music tuition may be made in respect of a child who is looked after by the local authority, and the school liaises with Surrey Arts to ensure that this is complied with.

3. Board and Lodging

3.1 Charging

In the event of any residential visit being arranged by the School, it is the intention of the Governing Body to charge the actual cost of providing board and lodging to each participating pupil. Additional costs incurred in providing the residential visit (e.g. transport costs, entrance fees, the costs of resources and the cost of supply cover) will be requested as a voluntary contribution. It will be made clear, however, that the residential visit could not take place if there were insufficient voluntary contributions to support it.

3.2 Remission

The Governing Body will observe the statutory requirement to remit the full cost of board and lodging in the case of pupils whose parents meet the eligibility criteria for free school meals. Parents will be informed of the arrangements for remission for each residential visit, and will be asked to produce appropriate documentation prior to the cost being remitted (where the school does not already have that).

3.3 Delegation

The Governing Body delegates to the Headteacher the discretion to remit some or all of the board and lodging costs of residential visits organised by the School in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties, and children will not be treated differently according to whether their parents have made a voluntary contribution.

4. Education outside school hours

4.1 Charging

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

- to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- specifically to fulfil statutory duties relating to the National Curriculum; or
- specifically to fulfil statutory duties relating to religious education.

Other education provided wholly or mainly outside school hours is defined as an 'optional extra', and it is the intention of the Governing Body to charge for such optional extra activities organised by the school. The basis for calculating the charge will be the proportionate cost, where appropriate, to each participating pupil for travel costs, board and lodging, materials, books and equipment, entrance fees and insurance. Staffing costs may also be included if they fall into the following categories:

- teaching staff employed by the Governing Body for the purpose of providing the activity; or
- teaching staff employed by the Governing Body to provide instrumental music tuition, or
- teaching staff already employed by the local authority or Governing Body who have been engaged on a separate contract for services to provide the optional extra.

Where an activity takes place partly during and partly outside school hours, the school will apply the formula outlined in the 1996 Act to determine whether it is deemed to take place in or out of school hours. This calculation will be used as the basis for determining whether a charge may be applied.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4.2 Remission

The Governing Body delegates to the Headteacher the discretion to remit some or all of the charges for optional extra activities, where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties, but children will not be treated differently according to whether their parents have made a voluntary contribution.

5. Voluntary Contributions

The restrictions on charging for school activities do not in any way prohibit the school from seeking voluntary contributions in support of any school activity, whether during or outside school hours, residential or non-residential. The school therefore requests a voluntary contribution of £15 per term per child, which is paid into the School Fund and is used to support the provision of a wide range of activities to enhance the curriculum in its broadest sense. Such activities shall include day trips and educational visits (e.g. to museums), visits to the school by storytellers, artists etc. Where an additional voluntary contribution is requested for a specific activity, this shall usually be where the activity is for a particular year group and / or where the funding required to run the activity would exceed the amount available. An example of this would be the Bikeability scheme (cycling proficiency) in Years 5 and 6.

The terms of any request for a voluntary contribution will make it clear that:

- a) there is no obligation to contribute;
- b) pupils will not be treated differently according to whether or not their parents have made any contribution;
- c) the school reserves the right to cancel a proposed activity if the level of voluntary contributions received is insufficient to fund the activity.

6. Swimming

Swimming forms part of the National Curriculum for PE in key stage 2 and therefore cannot be charged for. However, given the high costs of maintaining the school's swimming pool (and notwithstanding the additional funds in the delegated budget to support this activity, and the continuing financial support of the Parents' Association), the school will seek a voluntary contribution to ensure swimming tuition is available for all children. The amount requested shall be determined annually, based on the anticipated number of lessons per child during the swimming season and the expected cost of providing swimming teaching.

7. Requests for Evaluation of Pupils by Independent and non-Maintained Schools

7.1 Charging

The Governing Body will levy a charge on each completed request from a private school for written evidence of a pupil's performance, aptitude and attainment and other relevant information in respect of each application. The school incurs costs in producing such materials (principally the cost of supply cover) as these reports are:

- a) produced outside of the normal schedule for report-writing; and
- b) written to a format other than the usual transfer documentation.

The charge will be as determined by the Governing Body, and is currently set at £35 per request.

7.2 Remission

There will be no remission, the Governing Body having decided that application to a private school is a voluntary act by parents.

8. Breakage, Damage, Loss of School Property, Equipment and Books

8.1 Charging

There is no statutory reference to breakage or damage to school property in the 1996 Act. The Governing Body has decided in the absence of such, to delegate to the Headteacher the discretion to seek financial compensation from parents or carers for damage to, or breakage/loss of school property or equipment, where this was caused by deliberate or wilful behaviour on the part of their child.

9. Other Activities

There may be other activities arranged by third party organisations, which hire requisite parts of the school premises. Such activities would include extra-curricular activities and childcare. The charging arrangements for such activities are the direct and sole responsibility of the organisations concerned.

10. Complaints

The Governing Body has established a formal complaints procedure, **Responding to Parents' Concerns**, which is based on the Local Authority's model policy. If parents or carers are unhappy with the application of the Charging and Remissions Policy, they should in the first instance discuss the matter with the Headteacher. Copies of the full complaints procedure and a summary are available from the school, and may also be downloaded from the school website.

11. Review of Policy

This policy will be reviewed in line with the timetable on page 1, or sooner if required by changes in legislation or guidance.