



**Pedmore  
High School**  
*Aspire, Persevere, Succeed*

**CHARGING & REMISSIONS  
POLICY 2022-2023**

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## **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 be made

## **1, 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 England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## **2, Definitions**

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

## **3, Roles and responsibilities**

### **3.0 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.

### **3.1 Headteachers**

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

### **3.2 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which 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.

### **3.3 Parents**

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

## **4, Where charges *Cannot* be made**

Below we set out what we **cannot** charge for:

### **4.1 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 (using DPA).
- 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

### **4.2 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 board 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

### **4.3 Music Tuition**

Government legislation states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

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

#### **4.4 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, 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
- Travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **5, Where charges *Can* be made**

Below we set out what we **can** charge for:

#### **5.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- 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

#### **5.2 Optional extras**

The School is able to charge for activities known as 'optional extra'. The Headteacher will decide when it is necessary to charge for 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:
  - a) The national curriculum
  - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) 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 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)
- Practical subjects
- Wilful damage, neglect or loss of school property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair at the discretion of the Headteacher.

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 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.**

### **5.3 Music tuition**

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). 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.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

### **5.4 Residential visits**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

**Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost**

## **6, Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

## **7, Remissions and Concessions**

In some circumstances the school may not charge for items or activities. This will be at the discretion of the Governing board and will depend on the activity in question.

The school will consider the remission of charges to parents or carers who receive the following support payments:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stop qualifying for Working Tax Credit)

- Universal Credit (you must have less than £616.67 a month net earned income – after tax and not including any benefits)

Parents/carers who are in receipt of the above and believe that they qualify for this remission must apply in writing to the Headteacher. Complete confidence will be observed in all such matters.

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per term decided by the Local Authority.

Parents who can prove they are in receipt of stated benefits will be exempt from paying the cost of board and lodging for residential visits if the visit is designed to fulfil a statutory requirement. For non-residential visits fulfilling a statutory requirement or occurring during school hours the school will invite a voluntary contribution from parents/carers to meet the cost.

## **8, Voluntary Contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents for general funds and/or to fund activities that will enrich our pupils' education, or activities during school hours which would not otherwise be possible.

There may be some activities for which the school may ask parents for voluntary contributions i.e. School trips within a curriculum area, support educational trips and visits to sporting activities and associated travel costs. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

The voluntary contribution will be reviewed for pupils who qualify for Pupil Premium funding. The cost of board and lodgings on residential trips will also be reviewed. Pupil Premium funding is applied to pupils who;

- Are registered and in receipt of free school meals currently or in the past six years;
- Are looked after children; or Have parent/carers in the armed forces.

## **9, Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed annually. At every review, the policy will be approved by the local Governing board.

## **10, Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures



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**Signed by:**

\_\_\_\_\_ **The chair of governors** **Date: .....**

\_\_\_\_\_ **Headteacher** **Date: .....**

Updated: January 2022

Next Review: January 2023