



Richardson Dees Primary School - Charging and Remission Policy

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1. Introduction:

The Governing Body acknowledges the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parent/carers’ ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils’ education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This policy complements the information given in Chapter 23 of *A Guide to the Law for Pupil Governors*¹. The law on charging for pupil activities is set out in Sections 449462 of the Education Act 1996. *A Guide to the Law for Pupil Governors can be viewed/downloaded at <http://www.governor.net.co.uk>*

2. Education:

The school governing body cannot charge for:

- an admission application to the school;
- 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, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The school can charge for:

- any materials, books, instruments, or equipment, where the child’s parent/carer wishes him to own them;
- Where parents/carers have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance.
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see below).

3. Optional extras:

Charges may be made for some activities that are known as 'optional extras':

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.
- costs of lost and destroyed school property and breakages

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Parent/carer agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made. Other conditions must be met, such as prohibiting charges that include any element of subsidy for participating pupils whose parents/carers are unwilling or unable to pay the full charge.

4. Voluntary contributions:

The school is entitled under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. Legislation states that: 'If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. The School must ensure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit'.

The Headteacher and governing body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

5. Residential Visits:

The school cannot 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents/carers about a forthcoming visit, they should make it clear that parents/carers who can prove they are in receipt of the following benefits will be invited in confidence for the remission of charges for board and lodgings in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 £16,040);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.
- Guidance on how to check the eligibility (for remission of charges) of children whose families received tax credits can be accessed via the teacher net website at www.teachernet.gov.uk

6. Activities partly during school hours:

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and
- **Residential Activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

7. Transport:

The School cannot 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 education 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.

8. Music Tuition:

The law states that all education provided during school hours must be free, but music lessons are an exception.

The Education and Inspections Act 2006 allowed the DCSF to specify circumstances where charging can be made for music tuition. The new Regulations came into force in September 2007. [See DSS Summary DSS 07/08 3, September 2007].

Charges can be made for teaching 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. Charges may only 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), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

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