



# Charging and Remissions Policy

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Approved by: Head Teacher

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Signed: \_\_\_\_\_

# **Charging and Remission Policy in Respect of School Activities**

## **Introduction**

Section 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This charging and remissions policy for The Children's Hospital School has been reviewed in conjunction with the updated October 2014 DfE departmental advice for charging for school activities.

## **Aims**

The Children's Hospital School is committed to providing quality education based on equality of opportunity, access and outcomes appropriate to the individual health related needs of its pupils. Our aim is that as far as is practicable, all pupils of the school should have the entitlement to benefit from all educational activities offered by the school.

Although contributions to extra-curricular activities may sometimes be sought, we will ensure that no pupil will be unable to join an activity during school time because his or her parents cannot or will not contribute to the costs.

## **Objectives**

Integral to the charging and remission process, our objectives are:

- To make school activities accessible to pupils regardless of family income.
- To encourage and promote activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents / carers, pupils and the school.
- To respond to the wide variations in family income whilst not adding unexpected burdens to the school budget.

## **Education**

There will be no charge for the following activities;

- Education provided during school hours, including the supply of any materials, books, instruments and 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- 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

The school **can** charge for;

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- The costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product
- Optional extras
- Music and vocal tuition, in limited circumstances
- Community facilities

### **Optional extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are defined as;

- Education provided outside of the 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
  - (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 (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 club, and supervised homework sessions).

When calculating the cost of the optional extras being charged by the school, the following costs may be included in the calculation:

- 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, this includes 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

## **Voluntary Contributions and Remissions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents/carers at the outset.

There is no obligation to make any contribution. Pupils will not be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the school has no option but to cancel the visit/activity. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

If there are circumstances which mean that a family feels unable to contribute, then parents are invited to apply in confidence to the Governors via the Headteacher for the remission of charges in part or full. Authorisation will be made by the Headteacher in consultation with the Chair of Governors.

## **Music Tuition**

The charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. These regulations also allow for charging for tuition in larger groups than was previously the case.

Charges may now 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/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging will not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

## **Transport**

There will be **no** charges 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/she has been prepared for that examination at the school
- Transport provided in connection with an educational visit (though a voluntary contribution could be requested – see paragraph Optional Extras – under the chargeable activities section in this document)

## **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 may charge for:

- Board and lodging costs for a residential visit, but the charge will not exceed the actual cost of the visit.

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging;

- Universal Credit in prescribed circumstances (the government will prescribe the circumstances when universal credit is fully rolled out)
- 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 HMRC) does not exceed £16,105 (financial year 2017/18)
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.