



Charging and Remissions Policy

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Approved by: Head Teacher

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Signed: S. Deadman

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 DfE departmental advice for charging for school activities: [Charging for school activities - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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 students. Our aim is that as far as is practicable, all students 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 student 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 students 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, students 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:

- Admissions applications.
- 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 student is being prepared for at the school, or part of religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.
- Catering Service – the school recognises the benefits of a healthy diet and will provide breakfast, break and lunch free of charge to all students.

The school **can** charge for;

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances.
- Certain early years provision. The Education (Charges for Early Years Provision) Regulations 2012.
- 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 student is being prepared for at the school.
 - (c) Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority / governing body have arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (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. Students 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.

Enrichment opportunities are provided by the school on a regular basis, covering a wide range of activities. The school will strive to subsidise these activities (utilising school funds /and or external grant support) to ensure the maximum number of engage with and benefit from these activities.

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 student'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 student 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 students to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated.
- Transport that enables a student 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 student 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 students 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;

- 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 stops qualifying for Working Tax Credit).
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).