

Charging and Remissions Policy

Date agreed by Governors	Summer 2022
Reviewed	Summer 2024
Reviewed	Autumn 2026
Next Review	Summer 2028

Linked Documents
Sections 449-462 of the Education Act 1996 https://www.legislation.gov.uk/ukpga/1996/56/section/449
DfE Guidance: Charging for School Activities (last updated May 2018) https://www.gov.uk/government/publications/charging-for-school-activities

The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:

- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children
- Article 28: Every child has the right to education. Discipline in schools must respect children's dignity and their rights.
- Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

School's Purpose: To prepare pupils for lifelong success

School's Vision: At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Open minds to develop responsible global citizens
- Nurture confident, articulate individuals

Aims

Godwin Junior 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

We recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We aim to promote and provide such experiences for our children, both as part of a broad, balanced and rich curriculum and as additional optional activities.

This policy sets out the circumstances in which charges will or will not be made for school activities.

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.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Board

The Governing Board has overall responsibility for approving the Charging and Remissions Policy, but may delegate approval to a committee, an individual governor or the Head Teacher.

The Governing Board also has overall responsibility for monitoring the implementation of this Policy.

The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Head Teacher 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.

Parents and Carers

Parents and Carers are expected to notify staff or the Head Teacher of any concerns or queries regarding the Charging and Remissions Policy.

Where charges cannot be made

The school **cannot** charge for the following:

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/carer

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 provided in connection with an educational visit

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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

The school can charge for the following:

Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own these items
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside school hours that is not part of:

- The National Curriculum
- Religious Education
- 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)

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/carers 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/Carer agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

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/carer.

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

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

Residential visits

The school can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out above in this Policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Educational visits
- Workshops provided by outside organisations
- Sports activities

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

If insufficient voluntary contributions are received, the school may need to cancel the activity or visit.

Activities we charge for

The school will charge for the following activities:

- Breakfast Club
- After-School Clubs
- Residential Visits (board and lodging only – as per earlier in this Policy)
- On occasion, we may ask for voluntary contributions as per earlier in this Policy.

These charges will not exceed the costs associated with the costs to the school of providing these activities.

For regular activities, the charges will be determined by the School and reviewed by the Governing Board before they are increased. At the end of each term Parents and Carers will be informed of the charges for all After-School Clubs which will be operating the following term so that they can make an informed decision about which clubs to apply for.

Remissions

In some circumstances, the school may not charge for items or activities set out above in this Policy. This will be at the discretion of the Head Teacher and Governing Board and will depend on the activity in question.

Remissions for residential visits

Parents/Carers of children in receipt of Pupil Premium funding will be offered a subsidised rate for the cost of board and lodging for residential visits.