



Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for:

The Governing Body of the School recognise that legislation prohibits charges for the following:

- 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.
- Examination re-sits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 trip.
- 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

Remission

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £14155 for 2006-2007 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit

Voluntary Contributions

When organizing school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the experience. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the experience. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these any differently from others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive: visits to museums, sporting activities which require transport expenses, outdoor adventure activities, theatre visits, school trips, musical events, visiting specialists.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Brodetsky Schools Limited

Voluntary contributions will be requested from Parents to cover the cost of providing Jewish and Hebrew Studies and Security provision. The level of these charges will be determined from time to time by the Directors of the Company, in conjunction with advice from the head teacher.

The company will also raise non-voluntary charges in relation to the provision of private nursery education. Non payment of these charges will ultimately lead to the withdrawal of service provision.

<i>Drafted by:</i>	<i>Headteacher & Chair of Finance Committee based on Education Leeds guidance and model policy</i>
<i>Date:</i>	<i>March 2008</i>
<i>Date adopted (if necessary):</i>	<i>31.03.2008</i>
<i>Adopted by (if necessary):</i>	<i>Finance Committee</i>
<i>Responsibility for review:</i>	<i>Head and Finance Committee</i>
<i>This policy/procedure will be reviewed when updated legislation or guidance is issued by the DfES, Local Authority, Education Leeds or other relevant organisation.</i>	

Extract from “A Guide to the Law for School Governors 2007”

23 CHARGING FOR SCHOOL ACTIVITIES

CHAPTER SUMMARY

This chapter explains the legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449–462. It covers what governing bodies may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

EDUCATION DURING SCHOOL HOURS

1. No charge can be made for admitting pupils to maintained schools. Education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. “School hours” are those when the school is actually in session and do not include the break in the middle of the school day. It would be good practice for schools to make this information available to parents and others.
2. All three- and four-year-olds are entitled to twelve and a half free hours of nursery education, for 38 weeks per year. Schools, including maintained nursery schools, can charge for any additional hours used by the child. A school’s governing body can also provide community services and facilities on the school’s premises (guidance is available at www.teachernet.gov.uk/extendedschools) and set up a company in accordance with powers for governing bodies set out in [section 11 of the Education Act 2002](#).

EDUCATION PARTLY DURING SCHOOL HOURS

3. Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)
4. As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then be allowed.

EDUCATION OUTSIDE SCHOOL HOURS

5. Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school’s basic curriculum for religious education. In addition, no charge can be made for activities that are an essential part of the syllabus for an approved examination (see paragraph 11 on Public examinations).
6. Charges may be made for other activities that happen outside school hours if parents agree to pay. The [Education Act 1996](#) describes activities that can be charged for as “optional extras”. It is up to the LA or governing body providing the activities to decide whether to make a charge.

RESIDENTIAL ACTIVITIES

7. Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight.
8. On this basis, a term time trip from noon on Wednesday to 9.00 p.m. on Sunday would last for nine half days, include five school sessions and would count as taking place in school time. A trip from noon on Thursday to 9.00 p.m. on Sunday would count as seven half days, include three school sessions and would be classified for charging as taking place outside school time. If fifty per cent or more of a half day is spent on a residential trip, you should treat the whole of that half day as spent on the trip.
9. If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances except for pupils whose parents are receiving:
 - Income Support;
 - Income-based Jobseeker's Allowance;
 - support under [Part VI of the Immigration and Asylum Act 1999](#);
 - Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £14,495 for the year 2007-08);
 - the guaranteed element of State Pension Credit.

The headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

MUSICAL INSTRUMENT TUITION

10. There is an exception to the rule about not charging for activities in school hours: charges may be made for teaching either an individual pupil, or groups of up to four pupils, to play a musical instrument. 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). [The Education and Inspections Act 2006](#) introduced a regulation-making power which allowed the Department to specify circumstances where charges can be made for music tuition. The purpose of the new regulations is to provide pupils opportunities for greater access to pursue vocal or instrumental tuition. These new regulations are being consulted on and will come into force in September 2007.

PUBLIC EXAMINATIONS

11. No charges may be made for entering pupils for public examinations that are set out in Regulations. The governing body must enter a pupil for each examination in a public examination syllabus for which the school has prepared the pupil. This does not apply if the governing body thinks there are educational reasons for not entering the pupil, or if the pupil's parents request in writing that the pupil should not be entered. The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.

An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

12. Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

ACTIVITIES NOT RUN BY THE SCHOOL OR LA

13. When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by someone authorised by the school, then it is the Department for Education and Skills (DfES) view that it should be treated as if it were provided by the school and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an “approved educational activity” within the meaning of [Regulation 4A \(a\) of the Education \(Pupil Registration\) Regulations 1995](#) (as amended).

VOLUNTARY CONTRIBUTIONS

14. Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this should be explained to them at the planning stage.
15. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity must be cancelled. The essential point is that no pupil may be left out of an activity because his or her parents cannot, or will not; make a contribution of any kind. The school must first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fund-raising.

CHARGING POLICIES

16. The LA or governing body may not charge for anything unless it has drawn up a statement of general policy on charging. The governing body’s policy may be more or less generous than the LA’s, as long as it meets the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity, for example “optional extras”, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.
17. If a charge is made for each pupil it should not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this must be by voluntary contributions or general fund-raising.
18. The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity, but only if those teachers have been given a separate contract to provide the optional extra. A contract need not be a formal document. It could be a simple letter to a teacher asking him or her to provide a service on a particular occasion.

SCHOOL MINIBUSES

19. Only the school’s pupils, staff or parents may travel for a charge in a school’s minibus.
20. Schools may charge for transport in their minibuses only if they hold a permit issued under [Section 19 of the Transport Act 1985](#). In some cases, the permit exempts the school from Public Service Vehicle

(PSV) operator and driver licensing requirements. A permit is not required if no charge is made in cash or kind. Schools should apply to their LA for a permit for each minibus.

21. Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not make a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person that gives him or her a right to be carried.
22. Further information is available from LAs or the regional Traffic Commissioners. Addresses may be found in the phone book or at www.vosa.gov.uk.

THE LAW

N.B. As legislation is often amended and Regulations introduced, the references made in this Guide may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the GovernorNet website www.governornet.co.uk.

Education Act 1996: [Sections 402, 449–462](#)

The [Education \(Prescribed Public Examinations\) Regulations 1989](#): SI 1989/377

The [Education \(Residential Trips\) \(Prescribed Tax Credits\) \(England\) Regulations 2003](#): SI 2003/ 381

The [Education \(Pupil Registration\) Regulations 1995](#): SI 1995/ 2089 (as amended by the [Education \(Pupil Registration\) \(Amendment\) Regulations 1997](#): SI 1997/ 2624, and by The [Education \(Pupil Registration\) \(Amendment\) \(England\) Regulations 2001](#): SI 2001/2802)

GUIDANCE

Passenger transport provided by voluntary groups (Department of Transport) PSV 385
(Available free from regional Traffic Commissioners whose addresses may be found in the phone book or at www.vosa.gov.uk).