

Charging and Remissions Policy

Aspire Federation

Mayfield CEP and Five Ashes CEP



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1. Aims

Our 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

2. 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 maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, monitoring the implementation of this policy has been delegated to the Resources Committee.

4.2 The Executive Headteacher

The head of school is responsible for ensuring staff are familiar with the charging and remissions policy, and the Executive Headteacher that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 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

5.2 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

5.3 Residential visits

Education provided on any visit that takes place during school hours

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

The Aspire Federation will charge for the cost of board and lodgings during a residential school trip, however the charge will not exceed the actual cost.

The Aspire Federation will seek to provide financial support to those who may need assistance on an individual basis.

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

Music and vocal tuition, in limited circumstances

Certain early years provision

6.2 Optional extras

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

Education provided outside of school time that is not part of:

- The national curriculum

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 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) Any account that goes into arrears for such extended day services may be refused access to these until the debt has been cleared in full, this could also result in payment being requested in advance.

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

Damage/Loss to Property – A charge may be levied in respect of willful damage, neglect or loss of school property (or third party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Head of School or School Bursar may decide.

6.3 Music tuition

The school 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.

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

6.4 Residential visits

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

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- School trips
- Sport activities

- Cooking and craft activities
- Outdoor and adventurous activities
- School trips abroad
- Musical events
- Professional swimming coach and lifeguard
- After school clubs

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

- Breakfast club
- After school clubs
- Residential trips
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Payment for Activities/Optional Extras

Where payment has been requested, parents should pay on receipt of the request. If payment is not received then they may be refused access to these activities/optional extras until the debt has been cleared in full, this could also result in payment being requested in advance in the future.

A reminder letter will be sent by the school 21 days after payment requested, if payment is still not received a final demand letter will be sent by the school 35 days after payment requested. A letter before Action will be sent 49 days after payment requested and the ESCC legal department will begin legal proceedings if the debt is not paid.

11. Monitoring arrangements

Charges and remissions will be monitored to ensure they comply with this policy.

This policy will be reviewed annually by the School Bursar, Head of School and Executive Headteacher. At every review, the policy will be approved by The Federation Governing Board at their next meeting.