



**ASH LEA**

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## **CHARGING AND REMISSIONS POLICY**

### **INTRODUCTION**

The policy has been informed by The Education Act 1996 (Section 449 to 462) and advice from the Department for Education. The purpose of the policy is to provide clarity over those items which the school will provide free of charge and for those items where there may be a charge.

As a maintained school, the governing body is subject to the limited exceptions and cannot charge for education provided during school hours. The school day is defined as 9:00am to 3:30pm. The midday break does not form part of the school day.

### **RESPONSIBILITIES**

The head teacher will ensure that staff are familiar with and correctly apply the policy. The head teacher will make clear to parents from the outset if an activity cannot be funded without voluntary contributions.

School will notify parents of charges in advance of an activity.

School will ensure part-payment and instalments will be an option for all parents.

School will assist parents whose child is in receipt of pupil premium, free school meals or Post 16 Bursary to apply for funding to support costs.

Governors will review the policy annually.

### **SCHOOL CHARGING**

School cannot charge for:

- An admission application or request any financial contributions as part of the process.
- Activities that are an essential part of the school's curriculum and are provided during school hours, including any materials, books, instruments or other equipment.
- Education provided outside school hours but is part of the school's 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 unless the tuition is provided at the request of the pupil's parent.
- Entry for prescribed public examinations if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

School can charge for:

- Any materials, books, instruments or equipment where the child's parent wishes them to be owned by the pupil.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities



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Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. If 50% or more of the time spent on the activity, including travel occurs outside school hours it is deemed to have taken place outside school hours and vice-versa.

### **OPTIONAL EXTRAS**

Charges may be made for some activities that are known as optional Extras. Parents will be notified in advance. Part-payment and instalment options will be available to all parents through the SchoolMoney portal. Parents may qualify for help with costs if their child is in receipt of pupil premium, free school meals or Post 16 bursary.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not
  - a) Part of the school curriculum
  - b) Part of a syllabus for prescribed public examination that the pupil is being prepared for at the school
  - c) Part of religious education.
- Examination entry fee if the registered pupil has not been prepared for the examination(s) at the school
- Transport
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils including after-school clubs and Funweek holiday club.

In calculating the cost of optional extras an amount may be included in relation to: materials, books, instruments, equipment, cost of building and accommodation, non-teaching staff, teaching staff engaged under contracts to provide an optional extra service including supply teachers, the cost or a proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, where tuition is an optional extra.

Any charge made will not exceed the actual cost of providing the activity and where there is not a per pupil rate, the cost of the activity will be divided equally by the number of pupils participating. The charge will not include a subsidy for any pupil whose parents are unwilling or unable to pay the full charge. The charge will not include the cost of alternative provision for those pupils who do not wish to participate i.e. supply teachers.

Participation in optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental engagement and agreement will be sought as a prerequisite for the provision.



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### **VOLUNTARY CONTRIBUTIONS**

Occasionally school may ask for voluntary contributions for the benefit of the school or any school activities. The head teacher will assure parents there is no obligation to make any contribution. The head teacher will make sure parents are aware of how places will be allocated on school visits and the availability of funds for pupil premium children. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. School will not send out reminders to parents to make a payment for voluntary contributions. If insufficient funds are raised and school cannot fund it from another source, the activity will be cancelled.

### **TRANSPORT**

School do not charge for transporting pupils to or from school during the normal school day. This includes educational visits, to enable a pupil to meet an examination requirement or to a place of alternative provision.

The Local Authority have a statutory obligation to provide transport for pupils to and from the school premises to their home. Please contact Nottinghamshire County Council Transport Services on 0300 500 80 80

### **DAMAGE / LOSS TO PROPERTY**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books, and materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower as the Head Teacher may decide.

### **REMISSIONS POLICY**

The head teacher may decide remit (wholly or partly) any charge in respect of a pupil activity, if she feels it is reasonable in the circumstances.

The governing body may decide to remit (wholly or partly) any charge in respect of an activity for parents where the parent is in receipt a benefit listed below.

Full or part remission of charges may be available to pupils if their parent/guardian/carer is in receipt of any of the following:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)



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- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If the parent/guardian of a pupil is in receipt of any of the above, charges in respect of board and lodging will be remitted in full.

Signed:

Date:

Chair of Governors

Signed:

Date:

Head Teacher