



The Discovery School

Charging and remissions policy

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Contents

1. Aims	1
2. Legislation and guidance	1
3. Definitions	1
4. Roles and responsibilities	1
5. Where charges cannot be made	2
6. Where charges can be made	3
7. Voluntary contributions.....	3
8. Activities we charge for	3
9. Remissions.....	3
10. Monitoring arrangements	3

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 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

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The Governing Body will review the policy.

4.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee in partnership with the headteacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2 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.

4.3 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.

4.4 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **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
 - 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
- Transporting registered pupils to or from the school premises, where the local authority or school has a statutory obligation to provide transport
- Transport provided in connection with an educational visit
- In certain circumstances, it is permissible for the school to request a voluntary contribution towards the cost.

5.2 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
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **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
- Community facilities e.g. Breakfast and After School Club

6.2 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 of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or the Governing Body 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 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.

6.3 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.

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

- Class trips, workshops and productions that will enhance the pupil's understanding and enjoyment of the curriculum.

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.

A parent may ask the Head Teacher to allow their child to be withdrawn from an activity they are unwilling or unable to pay towards. However, in this case, an alternative provision will be put in place and all children are expected to attend school within school hours.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Breakfast and After School clubs
- Before and after school Sporting clubs and activities, including any transport.

The charges for these activities are calculated to cover staffing, premises, resources, food and other operational costs, where appropriate.

For regular activities, the charges will be determined by the School and approved by the Governing Body each year. Parents will be informed of any changes to the current charges as soon as they are approved.

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 Head Teacher and/ or the Governing Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the benefits listed at Appendix 1, will be entitled to a remission from paying the cost of board and lodging for residential visits.

At the discretion of the Head Teacher, other cases of hardship where parents are not in receipt of any of the support listed at Appendix 1 may be considered for remission of charges, wholly or in part.

10. Monitoring arrangements

The Head Teacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by Head Teacher every year. At every review, the policy will be approved by the Governing Body.

Appendix 1: Support Benefits

- 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)