

Chellow Heights School



Charging and Remissions Policy

First Version Implemented	Revision Level	Current Version Adopted by School	Review Date	Responsible Person
March 2025	Governors	Version 1.0	Annually	Michelle Hudson Business Manager

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Statement of intent

Chellow Heights School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of educational visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

Legal framework

1.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governance Handbook'

1.2 This policy operates in conjunction with the following school policies and procedures:

- Complaints Policy
- Freedom of Information Policy and Publication Scheme
- Finance Policy

Charging for education

2.1 We will not charge parents for:

- Admissions applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents/carers

2.2 We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Provision of information within the scope of freedom of information

Optional extras

3.1 We may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
 -
- Transport, other than that required to take the pupil to school or to other premises where the school has arranged for the pupil be provided with education

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

3.2 When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

3.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

3.4 We will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

3.5 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

3.6 If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

Voluntary contributions

4.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.

4.2 No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

- 4.3 We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

Transport

- 5.1 We will not charge for:
- Transporting registered pupils to or from the school premises, where we have a statutory obligation to provide the transport
 - Transporting registered pupils to other premises where we have arranged for pupils to be educated
 - Transport provided for an educational visit

Residential visits

- 6.1 We will not charge for:
- 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, 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 teachers accompanying pupils on visits
- 6.2 We may charge for board and lodging – but the charge will not exceed the actual cost.
- 6.3 Parents/Carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
 - The guarantee element of State Pension Credit
 - • An income related employment and support allowance
- 6.4 Please also refer to Section 4 – voluntary contributions.

Education partly during school hours

- 7.1 If more than 50 percent of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

- 7.2 If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 7.3 **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity. (Schools are deemed to have five sessions in a normal school day).
- 7.4 The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 7.5 Any charges for extended day services will be optional.
- 7.6 Please also refer to Section 4 – voluntary contributions.

Remissions

- 8.1 We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the visit/activity cannot be met through assistance funding and voluntary contributions, the visit/activity will be cancelled.
- 8.2 Parents/Carers in receipt of any of the following benefits may request assistance with the costs of activities:
- Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
 - The guarantee element of State Pension Credit
 - An income related employment and support allowance
- 8.3 To request assistance, parents/carers should contact the school office.

Income generation

In line with the LA's 'handbook' the school will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

Freedom of Information Policy and Publication Scheme

The School's Freedom of Information Policy and Publication Scheme sets out where fees may be charged for the provision of information.