



# The Royal School

*Wolverhampton*

## Charging and remissions Policy

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Changes since the last review;

- Section 1 aims
  - Added a third bullet to reflect information in the policy around exemptions
- Section 2 legislation and guidance
  - Added a link to the DfE's statutory policies and documents to make it clearer where information in the policy has come from
- Section 7 voluntary contributions
  - Removed reference to activities 'during school hours' as the DfE's guidance does not specify when these activities must take place

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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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

# 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. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

# 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 Principal.

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

In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance, Audit and Risk Committee (FAR)

In our school, monitoring the implementation of this policy has been delegated to FAR

## 4.2 The Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## 4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently

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

The senior leadership team 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 Principal of any concerns or queries regarding the charging and remissions policy.

## **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, where it is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. This does not include additional tuition provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **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 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 un-chargeable educational visit

### **5.3 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school

- 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 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 in accordance with DfE guidelines
- Certain early years provision
- Community facilities
- Public examination fees where the pupil has not been prepared for the examination by the school or where the pupil fails without good reason to meet the examination requirement for that syllabus.
- Examination re-marks where requested by the Parent and not supported by the school.
- Extended day

### 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
  - 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/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit which is not 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.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- The cost of ingredients or materials for practical subjects where the parents have indicated in advance a wish to own the finished product.
- The costs (full or partial at the school's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the school. Where property belonging to a third party has been damaged by a Pupil, and the school has been charged, all or part cost of repair or replacement may be charged to the responsible party.
- The school may charge an administrative fee for certification of passports, confirmation of examination results, photocopying etc.

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**

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 which would not otherwise be possible.

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

*School trips/visits and Sports activities*

**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 can charge for the following activities:

*After-school and sports clubs.*

## **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.

### **9.1 Remissions for residential visits**

The school give consideration to the remission of other charges to parents/carers who demonstrate that they are in receipt of any of the following 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- 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)

The Principal will authorise the remission of charges and remissions will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Principal.

## **10. Surpluses made on a trip or activity**

Every effort is made to ensure the estimated cost of trips/activities is accurate and our policy is not to make a surplus. There may be occasions after making all associated payments a small surplus of funds remain, if this situation arises and the surplus is greater than 5% if the total trip cost and the calculated refund per person is greater than £10, refunds will be issued, otherwise any remaining funds will be retained and contributed to future activities.

## **11. Monitoring arrangements**

The Director of Finance and Services (DFS) monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by DFS every 2 years. At every review, the policy will be approved by the FAR committee.