

# Charging and Remissions Policy

## Our Lady's Bishop Eton Primary School



## LIVING LOVING LEARNING IN JESUS

This policy is reviewed annually by governors at the Spring Term Full Governors' Meeting

### AIMS

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards from parents/guardians
- Clarify how charges will be determined, so parents and guardians understand why requests for payments are sometimes made for some activities

### 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. This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school's Governing Body Resource Committee.

### DEFINITIONS

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

### ROLES AND RESPONSIBILITIES

**THE GOVERNING BODY:** 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 headteacher. 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 and monitoring its implementation has been delegated to the Resource Committee.

**THE HEADTEACHER:** The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

**STAFF:** Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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.

**PARENTS :** Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

**ACTIVITIES WITHOUT CHARGE:** There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the cost of any materials, books, instruments or other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is 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
- Instrumental and vocal tuition, which is part of the National Curriculum
- Instrumental and vocal tuition for children in Public Care
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school

### **CHARGEABLE ACTIVITIES**

- The school may recover the full cost of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual costs:
- Educational or other activities provided wholly or mainly outside of school hours, which are not:
- Part of the National Curriculum
- Part of a syllabus for prescribed public examinations which the pupil is being prepared for at school
- Part of Religious Education
- (Note: This could include before and after school clubs run by the school)
- Board and lodgings on residential visits (subject to remission arrangements)
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing pupil for that examination outside school hours
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents
- Provision of materials/ingredients for subjects such as Art & Design and Food Technology, where pupils take home a finished product.

### **VOLUNTARY CONTRIBUTIONS**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of children who do not wish to contribute will not be treated any differently
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled

### **REMISSIONS**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, Universal credit or disability working allowance. Charges for other "chargeable activities" may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.