

Charging & Remissions Policy

Aim

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

Relevant legislation & 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.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- The school day is defined as: 9am - 3.30pm

Roles & Responsibilities

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee. Responsibility for approving the charging and remissions policy has been delegated to the Resources committee.

Monitoring the implementation of this policy has been delegated to the School Business Manager.

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

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 school will provide staff with appropriate training in relation to this policy and its implementation.

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Below we set out what we **cannot** charge for:

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, unless the tuition is provided at the request of the pupil's parent, and delivered by Camden music.
- 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

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 educational visit

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

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

Where charges can be made. Below we set out what we can charge for:

Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Music instrument and vocal tuition, provide by Camden learning, where the parent in limited circumstances

Certain early years provision

Community facilities

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

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:

Extended day provision – Breakfast Club, After School Club

PE Kit (Brookfield T-shirt and plain shorts)

Brookfield Book bag

Education provided outside 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

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority has arranged for the pupil to be provided with education)

Board or lodging for a pupil on a residential visit

When calculating the cost of optional extras , an amount may be included in relation to

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- 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.

Music 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
- The a pupil who is looked after by a local authority

Camden Music charge for vocal or instrumental tuition provided in both group and individual lessons.

Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost

Voluntary Contributions

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 ask parents for voluntary contributions include: An annual trip/workshop contribution

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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 may be cancelled.

Activities we charge for

The school will charge for the following activities:

- Breakfast Club
- After School Club

Breakfast Club	After School Club
£2.50	£5.00 (Club until 4.30pm)
£2.00 Pupil Premium	£11 until 6pm
	£9 sibling cost
	£7 Pupil Premium
	(PP until 4.30pm – free up to twice per week)

Breakfast Club costs do not include the childcare costs, and simply cover additional food costs, as well as additional staffing.

After school club costs take into account childcare, staffing and food costs

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the summer term each year. Parents will be informed of the charges for the coming year in September each year.

Remissions

In some circumstances, the school may not charge for items or activities set out above in this policy. This will be at the discretion of the Headteacher, governing body, and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

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

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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)

Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the school business manager every year.

At every review, the policy will be approved by the Resources committee, and ratified by the Full Governing Body.

At every review, the policy will be approved by the [governing board/committee name/governor role/headteacher].

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