



Charging and Remissions Policy

A handwritten signature in blue ink, appearing to read 'D. Keek', is positioned above the approval text.

Approved by Governors:
Updated: September 2024
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CAUSEWAY GREEN PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Set out the types of activity that can be charged for and when charges will and will not 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

1. Introduction

1.1 This policy has been compiled in line with DfE – Department for Education requirements on [Charging for school activities - GOV.UK \(www.gov.uk\)](http://www.gov.uk), in accordance with the [Education Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk) sections 449-462. This policy adheres to Sandwell guidelines.

1.2 The governing body and school recognises the valuable contribution that the wide range of activities, including trips and residential experiences, can make towards pupils' personal and social education.

1.3 The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1.4 The governing body has overall responsibility for approving the charging and remissions policy. The Headteacher has the responsibility for monitoring and evaluating the implementation of this charging policy and will provide the Governing Body with the Budget Officers financial report, which includes the school fund.

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

1.6 Staff are responsible for implementing the policy consistently. They must notify the Headteacher of any specific circumstances that they are unsure about and where they are not certain if the policy applies.

1.7 Parents and carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy. This extends to circumstances that may result in financial

1.8 The Headteacher will monitor charges and remissions and ensure these comply with this policy. The policy will be reviewed annually as recommended by the DFE. At every review, the policy will be approved by the Governing Body.

1.9 Definitions:

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

2. Education

2.1 No charge will be made for education during school hours; the definition 'education' includes the supply of any materials, books, instruments or other equipment. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of group or individual music tuition provided by another provider. Charges do not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Charges may be incurred for travel or transport costs.

3. Voluntary Contributions

3.1 Voluntary contributions from parents will be requested for school activities in or out of school time for which a compulsory charge cannot be made.

3.2 No pupil would be excluded from such an activity because of an inability or unwillingness to make a voluntary contribution. However, it must be acknowledged that the School Fund used to support school visits and activities is limited and that some activities cannot be funded without voluntary contributions from parents.

3.3 Such activities would only be provided if there were sufficient voluntary contributions made to ensure the activity could go ahead. Parents will be made aware if the activity cannot be funded without voluntary contributions. If insufficient voluntary contributions are raised to fund the visit, then it must be cancelled.

3.4 The Headteacher will decide within these policies whether a particular activity is chargeable or not, and if chargeable, what the level of voluntary contributions must be for the activity to go ahead.

3.5 There is no limit on the level of voluntary contributions sought.

3.6 The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

3.7 When payment plans have been agreed upon but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

4. School Trips / Visits

4.1 Parents will be asked to make voluntary contributions to school trips / visits, including swimming, to extend the value of school funds. The contributions will not exceed the actual cost.

4.2 Where possible, refunds will be made, but not where the school has already made financial commitments.

4.3 When payment plans have been agreed but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

5. Residential Visits

5.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education.

5.2 Charges will be made to cover the cost of board, lodgings and travel expenses but they will not exceed the actual cost.

5.3 When payment plans have been agreed upon but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

6. Music Tuition

6.1 All children study music as part of the normal school curriculum and there will be no charge for this.

6.2 There is currently a charge for individual or group music tuition through Jam Club and other providers. The current charge for these lessons will cover the music service and there will be no refund for missed sessions.

7. Optional Extras

7.1 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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)

7.2 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

7.3 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.

7.4 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.

7.5 Parental agreement is necessary for the provision of an optional extra which is to be charged for. For these activities there may be support for those pupils in receipt of 'Free School Meals' but this is at the discretion of the school.

7.6 Any activity that is wholly or mainly out of school hours and which is not part of the National Curriculum may have a charge levied for them.

7.7 Music Tuition – schools can charge for vocal or instrumental tuition, provided either individually or to groups of pupils, provided that the tuition is at the request/permission of the pupil's parent/carer.

8. Damage / Loss of Property

8.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8.2 A charge will be levied in respect of wilful damage, neglect or loss of school property belonging to a third party, where the cost has been recharged to the school.

9. Other Charges

9.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services. Small amounts of paper copies of any information on the school website will be provided free of charge.

9.2 Parents may be asked to contribute towards the cost of ingredients or materials in advance if they wish to own the finished product.

9.3 Some goods may be purchased through the school for the convenience of parents, pupils or staff; the school will not seek a profit from these sales.

9.4 Some goods will be sold through the school to make a profit and thus raise money for the School Fund, PTA or other Charity.

9.5 After-school activities may be organised by the school or PTA as a fundraiser to help raise money for School Funds for the purchase of equipment or activities for the sole benefit of the pupils and staff within the school.

9.6 For any electronic payments, a transactional cost may be added to the overall charge to ensure a nil effect on the school budget.

10. Remissions

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

10.1 The Headteacher and Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Head Teacher in consultation with the Chair of Governors. Parents/carers may be asked to work with the pastoral team and evidence that they are in receipt of certain benefits.

10.2 Refunds may be available where pupils have failed to take part in all or part of a trip that they have already paid for, or for other exceptional circumstances and this is at the discretion of the governing body on an individual basis, where there is no impact on the overall school payment, budget or costs.