



CHARGING AND REMISSION POLICY

Responsibility:	S M Botham
Review:	September 2019

1. Introduction

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim 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.

2. The Legal Position

- a. In general, no charge can be made for admitting pupils to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the *Education Reform Act 1988*. Guidance came in the *Circular 2/89, Education Reform Act 1988: Charges for School Activities*.

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- for statutory religious education; and
- for a prescribed public examination prepared for by the school.

b. Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the governing body originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it.

c. Admission

No charge can be made in connection with admission to a maintained school.

d. Finished products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

e. Board and lodging

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the following website: <http://wales.gov.uk/topics/educationandskills/schoolshome/fundingschools/schoolfunding/chargingforschoolactivities/?lang=en>)

f. Transport

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

It is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours.

g. Voluntary contributions

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time. However, NO pupil may be excluded from the activity for not having paid the contribution. The Headteacher and governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

h. Permitted charges

The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum);
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- the cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours; and
- re-sits of prescribed public examinations where no further preparation has been provided by the school.

In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

i. Activities partly during school hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and
- **Residential Activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

3. School Policy

The law allows governing bodies to charge only for the defined activities if they have first made a policy on charging and remissions.

Parents will be made aware of the policy, and where they can consult it. This requirement should be set out in each maintained school prospectus.

4. Third parties

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the pupils taking part, as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Head must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

No charges will be made for children learning to play musical instruments as part of the national curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education; or the cost associated with preparing a pupil for an examination.

5. The Governors Charging Policy

The governing body, therefore, reserves the right to make a charge in the following circumstances for activities organised by the school:

a) Practical subjects

- Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.

b) Residential Trips

- The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

c) Activities outside School Hours

- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the national curriculum.

6. Voluntary Contributions

The governing body reserves the right to ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

7. Private Use of Facilities

Private use of the telephone and photocopying facilities by pupils are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

8. Remissions

Parents of pupils who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999;
- Child tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575.
- Guaranteed State Pension Credit.

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part.

The Head in consultation with the Chair of Governors will make authorisation for such remission.

9. Equal Opportunities

The Head will ensure that the school's equal opportunities policies are observed in implementing the policy.

10. Responsibilities

The governing body is responsible for making and reviewing the policy.

The Business Manager is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator, or Heads of Department).

11. Monitoring and Review

The Business Manager will report on the policy to the Head as appropriate.

The Head will report to the governors' finance committee on any relevant aspects of the working of the policy as appropriate.

Appendix 1. Procedures for Charging for school activities

Charging for school activities is complex. Any member of staff planning to charge students for any activity **must** consult the Deputy Headteacher or Headteacher before doing so.

Teaching staff will not be involved in the collection of monies in line with the Workload Agreement, but the following exceptions exist:

- a) **Class sales** - these result from the sale of items produced during lessons (e.g. Technology subjects) and of revision books. Parents will be expected to pay for ingredients and materials for practical subjects where the finished product is taken home and for revision books. (Subject Leaders concerned should keep **records** and are responsible for ensuring that details of income from sales are recorded and are available for inspection.) Monies must be handed to the Financial Administrator who will ensure that the appropriate budget is credited. Please **remember that you may not charge pupils for materials they require in lessons.**
- b) **Payments from pupils/parents** - in respect of lost/damaged property/books etc. Income must be paid to the Financial Administrator who will issue a receipt. It is the policy of the school to charge parents/pupils for loss/damage to books or property. Staff charging for lost/damaged books should do so in line with the school policy. In the case of loss/damage involving large sums full compensation is usually not practicable and a reasonable payment will have to be negotiated with parents. Subject teachers should consult with their Subject Leaders who will always consult with the Headteacher for any sums involved. All such requests **must be** requested in writing. Teachers are not required to collect this money; students are required to take the money clearly marked in a sealed envelope to the Finance Department.
- c) **Payments for field studies/courses or trips** – Parents will be expected to pay for board, lodging and travel on residential visits. The cost of all of the supply cover for supervising staff will be a factor in the charge levied to parents and this must be discussed with the Headteacher before the trip is agreed. **Income cannot be collected by teachers. All monies must be paid to the Finance Department by the student with relevant records kept by the trip leader. Students are required to place money and trip details in a sealed, clearly labelled envelope and take to the Finance Department during form tutor time or break time only.**
- d) **Music Tuition** - parents of pupils wishing to take the opportunity to be involved in music tuition will be informed of the cost and will be billed termly.
- e) **Dinner Monies** - these are paid directly to the cafeteria till/fob machines.
- f) **Examination entries** – these are paid by the school. Candidates will usually be expected to pay for resit examinations with the exception of cases where the school has provided extra curriculum time for the preparation of candidates for these examinations.

A small proportion of staff will be entitled to free meals because of a voluntary lunchtime activity. A claim form must be completed each week.

A **record** constitutes any document recording payment by individual students.

Important Rules:

- 1. Under no circumstances should any public monies be used for personal expenditure or be paid into a private bank/building society etc. account.**
- 2. Under no circumstances must staff book or order any goods/resources/hotel places etc using their own credit card or other personal means. All orders must be placed with the office and are subject to authorisation by FG.**
- 3. No member of staff is authorised to collect money except for the finance department. The designated collection time from pupils is during form tutor time or break time only.**
- 4. All monies must be banked and expenditure incurred repaid either by drawing cheques or petty cash. The Financial Administrator will arrange for monies to be banked at the earliest opportunity and will issue a receipt or make a note in the appropriate record book. If it is not possible to bank monies on the day of collection, they will be placed in the school safe overnight.**
- 5. Staff running trips or other activities will be issued with a monthly balance by the Financial Administrator or more frequently depending upon the nature of the trip and subject to prior arrangement with the finance office.**

FAILURE TO FOLLOW THESE PROCEDURES COULD LEAD TO SERIOUS CONSEQUENCES INCLUDING POLICE INVESTIGATION AND SUBSEQUENT PROSECUTION.