

CHARGING / REMISSIONS POLICY STATEMENT

RATIONALE

Education Act 1996: Sections 402, 449–462

The Education (Prescribed Public Examinations) Regulations 1989: SI 1989/377

The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003: SI 2003/381

The Education (Pupil Registration) Regulations 1995: SI 1995/2089 (as amended by The Education (Pupil Registration) (Amendment) Regulations 1997: SI 1997/2624, and by The Education (Pupil Registration) (Amendment) (England) Regulations 2001: SI 2001/2802)

Additional information: Guide to Law for School Governors – DfES Publication 2006

This legislation requires the Governing Body to state its charging/remissions policy within the stated framework.

PURPOSES

- 1 No charge can be made (for education or associated incidentals) if an activity is provided to fulfill the requirements for:
 - a syllabus for a prescribed public examination;
 - the National Curriculum (Statutory duties);
 - Religious Education (Statutory duties).

- 2 Parents can be charged the first £15 per day of board and lodging cost of overnight Field Study Trips arranged as per point 1, except:
 - for those in receipt of Income Support;
 - for those in receipt of Income-based Jobseeker's Allowance;
 - for those in receipt of support under Part VI of the Immigration and Asylum Act 1999;
 - for those in receipt of Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £13,910 for the year 2005–6);
 - for those in receipt of Guarantee element of State Pension Credit; or
 - if the visit is fully funded by an external source

The headteacher will advise all parents of the right to claim free activities, if they are receiving these benefits.



3 Charges will be made in respect of:

- Costs associated with individual tuition or tuition for small groups up to and including 4 pupils, in the playing of a musical instrument 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);
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfill statutory duties relating to the National Curriculum or to religious education;
- The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours;
- Re-sits of prescribed public examinations where no further preparation has been provided by the school;
- The cost of transport direct from home to an activity sanctioned, though not provided by the Education Authority or school, such as work experience; or
- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product.

GUIDELINES

- 1 The issue of charging involves a definition of "the teaching day". Consultation with the Senior Deputy Head is advisable
- 2 Where the law precludes the charging of pupils "no child will be penalised because his/her parent does not contribute"

So:

- Materials, books, instruments or other equipment for use in connection with education provided during school hours must be free. "Equipment" excludes clothing but the Governors should provide essential protective clothing, e.g., safety goggles;
- Educational visits during "the teaching day" must be free.

3 With reference to Guideline 2 it is possible to request Voluntary Contributions:

- These must be 'genuinely voluntary' in that it must be clear that contributions are not obligatory and pupils must not be treated differently according to whether voluntary contributions are received or not



- Any communication to parents must make the above point clear as well as stating that an activity will not take place if sufficient contributions are not received, if that is the case. (Individual pupil's costs cannot be absorbed by other pupils)

- 4 Pupils cannot be expected to cover textbooks, exercise books etc. Neither can they be expected to come equipped with pens, pencils, drawing equipment etc. The school is required to provide for such items. Hopefully, pupils will provide basic equipment.

NO DISCIPLINARY ACTION SHOULD BE TAKEN AGAINST PUPILS WHO FAIL TO FULFIL EXPECTATIONS WHICH CAN ONLY BE DEEMED TO BE VOLUNTARY.

- 5 Where pupils deliberately deface or damage books/equipment provided by the school, then sanctions can include:
- covering of books;
 - replacement of books/equipment.

CALCULATING COSTS

In calculating costs of an activity the teacher in charge must ensure that all components of expense are covered including the costs for teachers and any supply teaching costs. Parents should not be charged at a level intended to subsidise the participation of other children. There must be no net costs to the school unless explicitly agreed by the Headteacher. The teacher in charge must be able to demonstrate the basis on which costings have been done prior to receiving approval for the activity.

Any under or overspend on an activity less than £100 will be absorbed by the school's private funds account. Any underspend greater than £5 per student must be refunded to parents. The Headteacher has the discretion to ask parents for an additional fee to meet any overspend in excess of £100.

MONITORING AND EVALUATION

This policy will be monitored by the Senior Management Board and the Governor's Finance and Personnel Committees

E W Lyne
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