



CHARGING & REMISSIONS POLICY

Reviewing Member of Staff: Mr Ben Freeman
Date Updated: 22/02/2021
Date Approved by Governors: 04/03/2021
Review Date: Spring Term 2022
Committee: Audit & Risk

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1. Aims

Prince Henry's High School (Prince Henry's/the 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

2. 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 England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

3. Definitions

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

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body 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 Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging and Remissions Policy has been delegated to the Audit and Risk Committee.

Monitoring the implementation of this policy has been delegated to the Audit and Risk Committee.

4.2 Headteachers

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently. He may delegate this responsibility to the Senior Deputy Headteacher.

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher or Senior Deputy 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.

4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. Where charges cannot be made

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

5.1 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 student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Governing Body or local authority has arranged for students to be educated
- Transport that enables a student 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 which is directly related to the national curriculum

5.3 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 student is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus

6.2 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:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or Governing Body has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the 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
- For a student who is looked after by a local authority

6.4 Residential visits

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

6.5 Loss of and damage to school property

In any organisation, some accidental loss or damage to resources and fair wear and tear are accepted as a fact of life and the school's budget makes due allowance for this. However, deliberate, willful or negligent loss of, or damage to the school's resources not only puts an unfair strain on the budget but denies or compromises the opportunity and right to learn.

For this reason, the Governing Body reserves the right to charge parents for the repair or replacement of school property if their child has deliberately or negligently caused loss or damage to school property.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents (including as set out in section 6) to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School excursions and activities during school hours. Where transport is required, this falls under section 6.2 'Optional extras'
- Residential visits.
- Sports activities
- Practical activities: in certain practical subjects, parents will be invited to pay for or to supply ingredients/materials on the basis that the finished product will be the property of the student.

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 will be cancelled.

8. Remissions

In some circumstances the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

8.1 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
- 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)

8.2 Remissions for music tuition

Prince Henry's recognises the importance of Music throughout the school and by this policy seeks to ensure that all students have equal access to the full range of Music tuition.

Automatic remission from both tuition and instrument hire charges will be available to all students whose parents fit the criteria set out in section 8.1.

It is recognised that families might experience temporary financial difficulties that would fail to meet the criteria set out in section 8.1. In such circumstances, upon receipt of a written request for temporary remission, the Head of Music will make a recommendation to the Headteacher that charges be waived for a set period of time, normally not more than one school year. In exceptional circumstances, the Headteacher may extend the temporary remission, with the Governors' approval, beyond the one-year limit.

The same principles outlined above will apply to other similar activities for which the school charges.

9. Monitoring arrangements

When setting the annual Budget, the Governors will arrange for funds to be put aside to cover the expenses incurred by the Remissions Policy.

The Senior Deputy Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Senior Deputy Headteacher every year.

At every review, the policy will be approved by the Audit and Risk Committee of the Governing Body.