

Tas Valley Church Schools Federation

Charging and Remissions Policy

2021- 2022

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

The school policy on charging and remission is in line with the Norfolk County Council policy.

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

During school hours, the school will charge for **vocal or instrumental tuition**, which is not part of the syllabus, part of the National Curriculum or provided to the school free of charge by the Norfolk Music Service.

Charges may be made for tuition delivered to individuals or to groups of any size, where the tuition is provided at the request of the pupil's parent.

No charge will be made in respect of a pupil who is looked after by the local authority.

The school may also charge for **ingredients and materials** for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Travel: The school **cannot** charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.

Board and lodging

The school will charge for board and lodging in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

The school **cannot** charge for:

- 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, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school can ask parents for **voluntary contributions** towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against.

If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled.

If voluntary contributions are sought, then part of the information sent out to parents will include words equivalent to the following:

'Parents are asked to make a voluntary contribution of £X per pupil to cover the cost of XXXXXXX. No pupil will be excluded, but if insufficient contributions are received this activity may have to be cancelled.'

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges – children who qualify for Free School Meals are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

PUPIL PREMIUM

The headteacher will consider use of Pupil Premium funding to subsidise, or pay in full, charges that are made in line with the guidance above if doing so matches an identified need as set out in the school Pupil Premium Strategy.

This policy will be reviewed annually.