



Shepherds Down School Charging & Remissions Policy

RATIONALE

This relates to the **Education Act 1996: Sections 449-462**. It covers what schools may and may not charge for when activities take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

AIMS

To provide clarity and guidance to staff, parents and carers on what is permissible and prohibited charges for school activities.

GUIDELINES

1. PROHIBITED CHARGES There is a total prohibition on charging for :-

- Admission to a maintained school;
- The national curriculum;
- Anything required as part of the syllabus for a prescribed public examination;
- Examination entry fees;
- Religious education;
- The provision of books, equipment, materials or transport in relation to any activity that cannot itself be charged for;
- Non-residential school trips and visits that take place substantially (50% or more) within school hours.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transport provided in connection with an educational visit

2. PERMISSABLE CHARGES Charging is permitted for:

- Instrumental music tuition;
- Residential school trips (one or more nights away);
- Non-residential school trips, visits and activities where the majority of the time spent on the activity (including travelling time) falls outside school hours;
- 'optional extras' (activities which by definition takes place outside school hours). Participation in such activities is dependent on parental choice;
- Activities arranged and run by an outside organisation during school hours. However, if it is an activity approved by the school, is educational or is supervised by someone authorised by the school then it should be treated as if provided by the school and no charge should be made. It would be deemed an "approved educational activity";
- Charge outside providers to use facilities e.g hydro-pool, meeting room etc.-
- The costs of damages e.g. A broken window, defaced or lost school property for which a pupil is responsible.

3. REMISSIONS

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit the majority of the cost of board and lodging for any residential activity. This must be made clear in all correspondence in relation to these activities.

4. GENERAL POINTS

Nothing in legislation prevents the school from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school should make this clear to parents at the outset. We must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. The school must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make it clear to parents at the outset what our policy for allocating places on school visits will be, if places are restricted. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

MONITORING AND REVIEW

- All letters to parents/carers prepared by teaching staff are shown to Head to Deputy for their approval/comment.
- For all visits/trips that incur a cost, the trip will be placed on Schools Cash Office and parents can pay online or monies can be sent into school in a named envelope and handed to the school office for recording on to Schools Cash Office.
- The Admin Officer will lock all cash securely away and will bank appropriate amounts and always before amounts total £500.00 weekly.

This policy will be reviewed annually by the Finance Sub-Committee.

Reviewed: 20.06.2021

Review date: **March 2022**