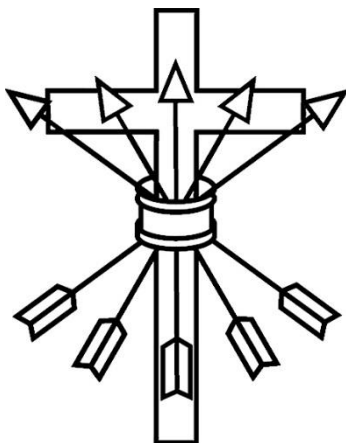


WADDESDON CHURCH OF ENGLAND SCHOOL



CHARGING AND REMISSIONS POLICY

STATUS OF POLICY:	Statutory Policy
BASED ON LA PROCEDURE DATED:	Undated, downloaded 16/02/21
COMMITTEE RESPONSIBLE:	Finance & Property
GOVERNING BODY APPROVAL:	24.02.21
REVIEW DATE:	Spring Term 2024

1. INTRODUCTION

This policy has been formulated in accordance with the relevant statutory provisions contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. The school must also comply with the Buckinghamshire Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

2. AIM

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The aim of the policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be sought from parents.

3. RESPONSIBILITIES

The Governing Body is responsible for determining the content of the policy and the Headteacher for ensuring implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. PROHIBITION OF CHARGES

The Governing Body recognises that the legislation prohibits charges for the following:

- Admission applications;
- Education provided during school hours (which excludes the midday break) including the supply of any necessary materials, books, instruments or other equipment required as an **essential** or integral part of the National Curriculum programme of study;
- Education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education);
- Instrumental tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (**otherwise a charge will be made**).

5. PUBLICATION OF INFORMATION

A brief summary of this policy will be included in the School Prospectus and the Parent Handbook. A full copy will be available on the school's website and a hard copy may be requested from the school.

6. CHARGES

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

7. VOLUNTARY CONTRIBUTIONS

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 will make this clear to parents at the outset. The school will 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 his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it is likely to be cancelled. The school will 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. The school will make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

There is no limit to the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions may be used to subsidise pupils of lesser means and to pay the travel and accommodation costs of accompanying teachers.

8. PERMITTED CHARGES

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

The school will make permitted charges in accordance with the following table:

ACTIVITY OR ITEM(S) WHICH WILL (OR MAY) BE CHARGED FOR	NOTES
1.Materials and Textbooks Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.	Items made in Technology, a charge to cover the cost of the materials.

2. Music Tuition Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).	
3. Residential Activities/Activities Outside School Hours Board and lodgings on any residential educational visit (subject to the provisions of this policy). If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of: • Travel • board and lodgings • additional staff costs • entrance fees • insurance • materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.	The charge will not exceed the actual cost. Remissions for families will be as set out in the following section on remissions. Voluntary contributions will be sought. If insufficient voluntary contributions are received the school reserves the right to cancel the activity

4. Examination Entries A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. A charge will be levied in respect of examination entries for pupils where: - the school has prepared the pupil for the examination and - it considers that for educational reasons the pupil should not be entered and - the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old). In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. A charge may be levied for pupils re-sitting an examination. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.	Such charge will include the exam entry fee and an additional amount to contribute to the actual additional administrative costs incurred by the school in connection with the re-sit
5. Damage/Loss to Property A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.	
6. Lettings The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governing Body.	
7. Other charges The Headteacher and Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. Any other education, transport or examination fee unless charges are specifically prohibited.	Remissions for families in some of these circumstances will be as set out in the following section

9. REMISSIONS

Where non-chargeable education is provided during a residential visit, parents in receipt of certain benefits (broadly equivalent to those which qualify pupils for Free School Meals) shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Government guidance providing details of the benefits which exempt parents from being charged can be found at: <https://www.gov.uk/government/publications/charging-for-school-activities>

Where charges are to be made for optional extras, parents may receive a remission for the whole or part of the charge as set out in this policy.

Additional information about charging for school activities (document 3.2c) can be found at: <http://oeapng.info/>

If remission or help may be available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission will be as follows:

Parents in receipt of

- 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)

10. ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will try to adhere to the following guidelines:

- Where a family qualifies for support under category of Pupil Premium, the school will consider the case for no charge, or a reduced charge by applying the following guidelines:
 - assessing the nature of visit in relation to equal access to the curriculum (*subject visits arranged during the school day could reasonably be considered essential to the curriculum*)
 - whether the child has attended, and the family paid for, non-essential visits in the past 24 months
 - the amount to date that the school has paid in support of the child's wider educational experiences, balanced against in-school additional support
- Where possible we shall publish a list of visits (and their approximate cost) annually in the parent handbook so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a visit arises at short notice it may be possible to arrange to pay by instalments beyond the date of the visit.
- Whether the parent has an outstanding or unpaid debt to the school