

Cupernham Infant School

Charging & Remissions Policy



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“Together We Care, We Learn and We Achieve”

This policy has been updated in line with the latest DfE guidance, “Charging for School Activities”

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1. Aims

Our 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 board

The governing board 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 board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Personnel Committee

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the 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

Cupernham Infant School **cannot** and will not charge for:

- 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 or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Cupernham Infant School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes the child to own them;
- optional extras (see below)

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational 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)

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
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)

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
- 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)

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

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Parental agreement is necessary for the provision of an optional extra which is to be charged for and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

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 to fund activities which would not otherwise be possible.

We will ask for voluntary contributions from parents/carers as necessary to ensure that educational opportunities which parents/carers and children value are not discontinued simply because their funding cannot be justified against other educational entitlements. However, if the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher must also make it clear to parents/carers that there is no obligation to make any contribution.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school will provide this information on request.

When making requests for voluntary contributions to the school funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and not compulsory. The school will avoid sending letters to parents/carers as a reminder to make payments into the school or maintenance funds.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. This list is not exhaustive:

- visits to outdoor activity areas
- sporting activities which require transport expenses
- visits to the theatre
- musical events
- theatre in education visits to school
- visits to educational establishments, to support the children's learning

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. Activities we charge for

The school will charge for the following activities:

Wraparound Care

Wraparound care is not covered under this policy. Please refer to the wraparound care [Terms and Conditions](#) on our website.

After School Clubs run by external bodies on the school premises.

The school offers some optional after-school activities, such as football coaching. Most of the clubs are run by external organisations, who set the charges. Tuition charges for these activities are made payable to Hampshire County Council.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in February of each year. Parents will be informed of the charges for the coming year in April each year.

9. Remissions Policy

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

In all cases where parents/carers wish their child to participate, but have difficulty making the full requested contribution, they should discuss this with the Headteacher. The Headteacher will decide upon each case on its merits and with due regard to available funds.

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents/carers.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an (after-school football club) as an optional extra. The governing body may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits.

After School Clubs run by external bodies on the School Premises

Other clubs run by external bodies (e.g. PB Education/Mountbatten) are not covered under this policy.

Damage to property or loss of property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

- Parents and community groups are asked to make a contribution towards replacing damaged or lost school property caused by negligence.
- We follow clear guidelines with regard to replacement costs for lost library books/ guided reading books or other school equipment.
- Parents may be asked to pay for the cost of wilful damage.

10. Monitoring arrangements

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

This policy will be reviewed by the Headteacher annually as recommended by the DfE. At every review, the policy will be approved by the Finance and Personnel Committee.