



The Telford Park School
Ensuring Excellence

Charging And Remissions Policy

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Charging and Remissions Policy

Policy Name:	Charging and Remissions Policy
Headteacher:	Mrs H Rigby
School Standards Committee:	Mr S Mirza
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Charging and Remissions Policy

1. Introduction

The aim of this policy is to set out what charges will be levied for school activities and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents in order for compliance with the academies funding agreement. Guidance is based on the Education Act 1996: sections 449-462 and covered by a Department of Education briefing document (latest dated May 2018).

Our concern is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that the Trust's academies have identified the activities for which charges will be made and have explained the basis on which charges may be reduced or waived for certain students. The agreed policy follows:

2. Responsibilities

The School Standards Committee is responsible for determining the content of the policy and the Headteacher for implementation. Any determination with respect to individual parents / carers will be delegated to and considered by the Principal or School Standards Committee.

3. Prohibition of Charges

Telford Park School understands that legislation prohibits the charging of:

- Education provided during school hours (school hours means when the school is in session and does not include breaks or INSET days). This includes materials and equipment, and transport provided by the local authority.
- Education provided outside of school hours if is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared or at the school, or part of religious education.
- Tuition for students learning to play a musical instrument if the tuition is required as an essential part of the national curriculum, or part of the syllabus for a prescribed public examination syllabus being followed by the student.
- Entry for a prescribed public examination, if the student has been prepared for it at school.
- Examination resits if the student is being prepared for the resits at the school however, if the student fails, without good reason, to meet any examination requirement the fee may be recovered.

4. Charges

For the following, the School Standards Committee has determined that charges to cover costs will be made by the school:

- Any materials, books, instruments, or equipment where the student wishes to own them.
- Optional extras (See below)
- Music and vocal tuition.

5. Optional Extras

- Charges may be made for some activities known as optional extras, for materials, books, instruments or equipment where:
 - Education provided out of school time is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or part of religious education.
 - Examination entry fees if the registered students have not been prepared for the examination(s) at the school.
 - Transport that is not required to take the student to school or to other premises the school has arranged for the student to be provided with education.
- Transport, board and lodging for a student on a residential visit.

In 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 activity.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers specifically involved with the activity.
- The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the activity.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for these students who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be required for the provision of an activity where a charge will be made.

6. Voluntary Contributions

The school will ask for voluntary contributions for the benefit of the activity. However, when the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

The school will ask for voluntary contributions for school activities, however no student will be excluded from an activity because they are unable to pay. If insufficient voluntary contributions are raised to fund an activity, then it will have to be cancelled. Registered students will not be treated differently according to whether or not a contribution has been made.

7. Residential Visits

The school recognises that legislation prohibits charges for the following:

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

For the following the school has determined that charges to cover costs will be made by the school:

- Transport, board and lodging and any specific equipment required for the activity.

8. Non-Residential Activities

If 50% or more time spent on the activity falls during school hours, it is deemed to take place during school hours. Where less than 50% of the time spent on an activity falls during school hours it is deemed to have taken place outside school hours. For example, a theatre trip leaving school an hour early.

9. Damage to School 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.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10. Remissions Policy

In some circumstances, the school may not charge for items or activities set out above in this policy. This will be at the discretion of the School Standards Committee and will depend on the activity in question.

As a statutory minimum, 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 Job Seekers Allowance;
- Income-related Employment and Support Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit
- Child Tax Credit (providing that they are not also entitled to Working

Tax Credit and have an annual gross income of no more than £16,190);

- Working Tax Credit run-on -paid for 4 weeks after they stop qualifying for Working Tax Credit;
- Universal credit – if they apply on or after 1st April 2018 their household income must be less than £7,400 a year (after tax and not including any benefits they get)

We will inform parents/carers on low incomes and in receipt of the benefits listed of the support available to them when being asked for contributions towards the costs of academy visits. Because of the sensitivity of such cases, staff will consult with the Headteacher before finalising financial details. Parents are requested to contact the Headteacher privately to discuss their particular situation.

Consideration of charges will be made in respect of a particular activity where a student is in receipt of pupil premium funding – in the case of pupil premium utilisation, funds will be allocated as necessary where available for use.

11. Additional Reading

[Charging for school activities Department for Education](#)