



Education Services

CHARGING AND REMISSIONS POLICY & PROCEDURE

Associated Policies:
(insert hyperlinks)

Associated National Guidance

Engaging for School Activities DfE 2014, revised May2018
Education Act 1996 Section 449 - 462

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1. Introduction:

This policy has been formulated in accordance with guidance from the DfE and Local Authorities on Charging for School Activities (Charging for School Activities 2014, update May 2018).

2. Purpose:

The aim of this policy is to provide guidance for staff, parents and other stakeholders on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Definitions:

Term	Definition
Charge	To impose on or ask of someone a payment or fee.
Remission	To waive or remove payment for something that would normally incur a charge.

4. Roles and Responsibilities;

The Governing Bodies of the Schools and Colleges and the Governing Bodies of the

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'School Admissions Code 2012' rules out requests for financial contributions as
any part of the admissions process;

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 curriculum¹, or
part of a syllabus for a prescribed public examination that the pupil is being
prepared for at the school, 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;

entry for a prescribed public examination, if the pupil has been prepared for it at the
school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the
school;

Schools and local authorities **can** charge for:

any materials, books, instruments, or equipment, where the child's parent

wish

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d) part of religious education.

examination entry fee(s) if the registered pupil has not been prepared for **the** examination(s) at the school;

transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

board and lodging for a pupil on a residential visit;

extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the **cost** of optional extras an amount may be included in relation to:

x any materials, books, instruments, or b

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These require pupils and students to spend one or more nights away from home and may form part of the curriculum pathways for some children and young people attending

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and lodgings for residential visits), it will be made clear that those who can prove they are in receipt of benefits will be exempt from the cost. Benefits may include:

Income Support

Job Seekers Allowance

Child Tax Credit

Universal credit

Each case will be treated in confidence and with discretion.

6. Monitoring & Review

Overall responsibility for the operation of the policy and procedure lies with the Chief Executive. The effectiveness of the policy and procedure will be formally reviewed and monitored as a minimum on a 12 monthly basis, to ensure that it continues to meet the requirements of The Foundation, the specific service areas and that it reflects best practice and statutory legislation as appropriate.

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