



# HALL GREEN SCHOOL

## CHARGING AND REMISSIONS POLICY

<b>Adopted:</b>	23 January 2024
<b>Next Review:</b>	January 2026
<b>Governing Committee:</b>	Finance and General Purposes Committee
<b>Responsibility:</b>	Headteacher

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## 1. Aims

Our school aims to:

- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- Have robust, clear processes in place for charging and remissions
- Implement a policy that enables pupils to participate in as wide range of activities as possible within the school's budget.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on 'Charging for school activities' May 2018 and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

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. Where charges are not made

Below we set out what we **do not** charge for:

- Admission applications
- Education provided during school hours
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school\*
  - Religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

\*However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents/carers.

## 5. Where charges are made

- Any materials, books, instruments or equipment, where the child's parent/carer wishes their child to own them
- Optional extras (see below)
- Music and vocal tuition

## Optional extras

We charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of school time
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Trips and activities that are not compulsory
- Board and lodging on residential visits
- 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 educated).

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
- The cost of buildings and accommodation
- 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)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an 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.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## Music and vocal tuition

Hall Green School follows government legislation that states that all education provided during school hours must be free; however, music tuition is an exception to this rule.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Hall Green School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be subsidised for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **6. Voluntary contributions**

The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **7. Inability or unwillingness to pay**

Hall Green School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **8. Remissions**

In some circumstances, the school may not charge for items/activities set out in this policy or may reduce the charge for items/activities set out in this policy. This will be at the discretion of the Deputy Headteacher and will depend on the activity in question.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments or who have been entitled to free school meals within the last 6 years:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Deputy Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Deputy Headteacher.

## **9. Damage to property and breakages**

Where school property has been willfully damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.