



# The Forest CE Federation

'Small enough to care. Large enough to inspire  
Valuing all God's children'

*All things are possible for one who believes' Mark 9 v 23*

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### Charging & Remissions Policy



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### Charging & Remissions Policy

#### 1. Aims

At the Forest CE Federation we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore this we aim 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 be made.

#### 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 449-462 of which set out the law on charging for school activities in maintained schools in England.

#### 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 body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, and individual governor or the headteacher.

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

In our federation, responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.

In our federation, monitoring of this policy has been delegated to the Finance Committee.

##### 4.2 The headteacher

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

Our staff are responsible for:



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- 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 senior leadership team 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**

**In accordance to the guidelines the Forest CE Federation will not charge for:**

##### **5.1**

Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at the schools, except where parents have indicated in advance their wish to purchase the product.

All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.

Admission applications.

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

School meals for pupils registered for Free School Meals, and for school meals for pupils who are eligible for Universal Infant Free School Meals.

##### **5.2 Residential visits**

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

##### **5.3 Swimming**

The schools organise swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.



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## 5.4 Sports Coaching

All children have games lessons e.g. football, netball, rugby as part of the school curriculum. We also at times run coaching for the school teams. A member of staff runs this coaching either during school time or after school, however, no charge is made for these activities.

## 6. Where charges can be made

Below we set out what the Forest CE Federation 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 below)

Music and vocal tuition if this is at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.

Community facilities (please see separate lettings policy).

### 6.2 Optional extras

#### Breakfast Club

Following guidelines from the DfE, the governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required.

#### After School Club

A after school club is run by an outside provider. The company makes a charge for the service based in individual requirements.

#### Clubs

Clubs provided by outside providers are charged for by the individuals or organisations who run them.

#### Non-curriculum visits

During the academic year we may arrange extra non-curriculum visits e.g. Christmas Pantomime, Summer day trip. If parents wish their child to attend a payment will be requested to cover transport and entrance fee. Payment will not be asked for in relation to additional staffing costs.

### 6.3 Residential visits

We can charge board and lodging on residential visits (subject to remission arrangements).

### 6.4 Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book.



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## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the federation is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the federation may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips. Contributions towards transport and entrance fees can also be requested.

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 may be cancelled.

If a parent 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. At times the school will pay additional costs in order to support the visit.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to take any contribution.

## 8. Remissions

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

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost for residential visits:

Universal credit in prescribed circumstances

Income Support

Income based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assumed by Her Majesty's Revenue and Customs) does not exceed £16,190

The guarantee element of State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

Charges for other 'chargeable activities' and 'optional extras' may also be fully or partly remitted. Where appropriate governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow these activities to be fully or partly remitted.



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## **9. Monitoring arrangements**

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year at every review, the policy will be approved by the Finance Committee.