



# Bounds Green School Charging & Remissions Policy

Bounds Green Rd, London N11 2QG  
Tel no: 020-8888-8824  
Fax no: 020-8365-7986

Approved by Head  
Teacher:

Date:

Approved by Chair of  
Govenors :

Date:

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# CHARGING AND REMISSIONS POLICY

## Introduction

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## Roles and Responsibilities

The Governing board has overall responsibility for approving the charging and remissions policy and has delegated the implementation to the Head Teacher.

Responsibility for approving the charging and remissions policy has been delegated to the Resource Committee.

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

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

## Where charges cannot be made

Below we set out what we **CANNOT** charge for -

- Admissions application to any state funded school - paragraph 1.9 (n) of the '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 curriculum, 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.
- Transporting registered pupils to and 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

## Where charges can be made

Below we set out what we **CAN** charge for –

### 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, in limited circumstances
- Certain early years provision e.g. 'top up' nursery fees
- Community facilities
- breakages and replacements as a result of damages caused wilfully or negligently by pupils

### 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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 or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act'. This will be charged at 10p per sheet and 20p for any colour copying (inclusive of admin time). The Governing Body reserves the right to refuse this if the request is unreasonable (e.g. bulk copying).
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, enrichment after school clubs etc)
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - buildings and accommodation
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs

### **Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## Voluntary Contributions

The School may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School day trips
- School equipment;
- School funds generally.

The terms of any request made to parents will specify:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay;
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- That if the particular activity cannot take place without some help from parents this will be explained to them at the planning stage.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

The overall responsibility for determining the level of voluntary contribution is delegated to the Headteacher. However, class teachers and the School Business Manager will in consultation determine the level of contribution for each activity, and inform the Headteacher.

Voluntary contributions will be, for example, used to:

- Cover associated costs of coach transport for trips and visits;
- Cover admission/other activity costs for extra-curricular activities or trips off school premises e.g. Admission to museums, workshop fees
- Cover associated costs with 'optional extra' activities offered during school hours on school premises by third party providers e.g. Visiting theatre performances

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## Remissions for residential visits

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)