



CHARGING AND REMISSIONS POLICY

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	6th November 2023 - FPP1 meeting
Signed by the Chair of Governors	I Grosvenor

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1. Aims

The aim of this policy is to clearly 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.

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [Charging for School Activities](#) and [The Education Act 1996](#), which sets out compliance on charging for school activities in England.

3. Roles and Responsibilities

The Governing Board

The Governing Board has overall responsibility for approving the Charging and Remissions Policy. To embed a robust and stringent policy outlining guidance to ensure that the procedures are developed and implemented throughout the school, in line with responsibilities.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

Staff

Staff are responsible for continually implementing the Charging and Remissions Policy.

Bring to the attention of the Senior Leadership Team (SLT) any concerns or matters relating to the Charging and Remissions Policy.

Staff will be provided with appropriate training in relation to this policy and its implementation.

Parents / Carers

Parents / Carers are expected to notify staff or SLT of any concerns or queries regarding the Charging and Remissions Policy.

4. Charges

4.1 Where legislation prohibits charges for the following:

Education

- Admission Applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or 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
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

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 or at the school
 - Part of religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

4.2 Where legislation allows charges for the following:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional Extras

We are able to charge for activities known as "optional extras". In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of the 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
 - 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 or Governing Board has 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 (such as breakfast clubs, after school clubs, tea and supervised homework sessions)
- When calculating the cost of optional extra's, an amount may be included in relation to:
 - Any materials, books, instruments or equipment provided in connection with an optional extra
 - The cost of buildings and accommodation
 - Insurance costs
 - Entrance fees
 - Travel
 - 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 extras)

- 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 / carers 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
- Parent / Carer agreement is necessary for the provision of an optional extra which is to be charged for

Any pupil who causes damage, or is suspected of causing damage to school property will be referred to the appropriate Senior Leadership Team member (SLT) or Pastoral Team. Investigation into the matter would proceed, which may lead to imposing sanctions which are deemed fitting and if appropriate costs being recovered from their Parent / Carer

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 / Carer
- 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

5. Voluntary Contributions

As an exception to the requirements set out in Section 4.1 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and 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 will be cancelled.

In some circumstances the school may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the school and will depend on the activity in question.

6. Remissions

Children whose Parents / Carers 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.

The relevant support payments are:

- Income Support
- Income based Jobseekers Allowance
- Support under Part VI of the [Immigration and Asylum Act 1999](#)
- The guaranteed element of State Pension Credit
- Child Tax Credit provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190
- An income related Employment and Support Allowance (ESA) introduced on 27th October 2008
- Universal Credit in prescribed circumstances
- Are deemed by the school to be a 'child in need'

In respect of the above, account will be taken of any revision to the amount as advised by the Authority.

7. Monitoring Arrangements

This policy will be reviewed annually by the Board of Governors or when new legislation / guidance concerning Charging and Remissions is published.

The policy adheres to the principles under Data Protection Law.

For further information, policies are made available on the school website.