



National  
Autistic  
Society



Church  
Lawton  
School

# Charging and Remissions Policy

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**Agreed by Governors - Ratified December 2015**

**Reviewed: December 2016**

**Reviewed: November 2017**

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**Reviewed: October 2021**

**Next Review: October 2022**

## **1. Purpose and background**

The school wishes to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions.

The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

## **2. Roles and responsibilities**

### **2.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy.

The governing board also has overall responsibility for monitoring the implementation of this policy. This policy will be reviewed annually or earlier if necessary.

### **2.2 The Principal**

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

### **2.3 Staff**

Our staff are responsible for:

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

### **2.5 Parents**

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

## **3. Policy objectives**

No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

#### **4. Prohibition of Charges:**

The school recognises that the legislation prohibits charges for the following:

##### **4.1 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
  - 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

##### **4.2 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

##### **4.3 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

#### **5. Where charges can be made**

##### **5.1 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, in limited circumstances
- Certain early years provision
- Community Facilities

## 5.2 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 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/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 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.

## 5.3 Music tuition

The school 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

#### **5.4 Residential visits**

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

### **6. Voluntary Contributions**

Where a charge cannot be made (as is often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution to fund activities during school hours which would not otherwise be possible. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

### **7. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 5 of this policy. This will be at the absolute discretion of the Principal and will depend on the activity in question.

### **8. Information**

In line with the school's Publication Scheme on Information available under the FOIA, the costs of providing information may be charged to the recipient, these to be advised prior to the request for information being fulfilled. The decision to charge will be at the discretion of the Principal, except that where the costs exceed the "Threshold" as defined in the FOIA, the charge will be determined in line with the formula prescribed by the Act.

### **9. Liability for personal property**

The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Principal.

### **10. Liability for school property**

The governors reserve the right to make a charge for replacing or repairing school buildings or property damaged or lost where this is as a result of deliberate or inappropriate action. In the event of accidental damage, the school reserves the right to request parents to make a contribution towards the cost of replacement or repair.