

*Love God, love others*

*Let your light shine*



## **THE BLUE COAT CHURCH OF ENGLAND (AIDED) INFANT AND JUNIOR SCHOOLS' FEDERATION**

### **CHARGING AND REMISSIONS POLICY**

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### 1. Legislation and guidance

This Charging & Remissions Policy complies with the Education Act 1996 (Sections 449–462) and reflects the guidance issued by the Department for Education (DfE). It also aligns with the Local Authority’s Policy Statement on charging and is reviewed annually by the Federation Governing Body’s Finance Committee.

### 2. Aim & Objectives

The aims of this policy are to:

Have robust, clear processes in place for charging and remissions

- Set out what the federation will not charge for, what it will make charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why payments may be requested for certain activities.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### 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, an individual governor or the Executive Headteacher.

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

### 4.2 Executive Headteacher

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

### 4.3 Staff

Staff are responsible for:

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents/carers

Parents/carers are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the charging and remissions policy.

## 3. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 3.1 Education

- Admission applications
- Education provided wholly or mainly during school hours, including materials, books, instruments, equipment, and transport between the federation school sites.
- Education provided outside school hours if it is part of the National Curriculum, a prescribed public examination syllabus, or religious education.
- Instrumental and vocal music tuition that is part of the National Curriculum or the KS2 Whole Class Instrumental and Vocal Tuition Programme (wider opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for prescribed public examinations (including re-sits) where the pupil has been prepared for the exam by the Federation.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

### 3.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 3.3 Educational 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 4. Voluntary Contributions

As an exception to the requirements set out in section 3 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible (school trips, specialised enrichment visitors or experiences, sports activities).

The Federation may request voluntary contributions to support the cost of activities, subject to the following conditions:

- No pupil will be excluded or treated differently if their parent/guardian chooses not to contribute.
- If insufficient contributions are received to make the activity viable, the activity may be cancelled.

## 5. Chargeable Activities (Optional Extras)

Below we set out what we **can** charge for:

### 5.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- 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

### 5.2 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 LA 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 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/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.

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

Charges may be made for the following optional extras, provided they do not exceed the actual cost:

- Activities provided wholly or mainly outside school hours that are not part of the National Curriculum, a public examination syllabus, or religious education (e.g., before/after school clubs).
- Board and lodging on residential visits (subject to remission arrangements).
- Entry for public examinations not prescribed in regulations, or where the pupil has not been prepared by the Federation.
- Instrumental and vocal tuition requested by parents/guardians that takes place during the school day.
- Materials or ingredients for subjects such as Art & Design or Food Technology, where pupils take home the finished product.

When calculating the cost of optional extras, charges may include:

- Buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services specifically to provide the optional extra
- Supply teachers engaged specifically for the optional extra

Charges will not subsidise other pupils whose parents are unwilling or unable to pay. If part of the activity occurs during school hours, charges will not include the cost of alternative provision for pupils who do not participate.

Parental agreement is required before any optional extra is provided and charged.

**(Note: This could include before and after school clubs run by the Federation).**

## 6. Pupil Premium Subsidy

To ensure equitable access to enrichment opportunities, subsidies are provided to pupils in receipt of Pupil Premium funding. These subsidies are used to offer reduced prices for extra-curricular activities, educational trips, and residential experiences.

The aim is to remove financial barriers and promote full participation in the wider curriculum, supporting the personal development and wellbeing of all pupils.

Please note: evidence of eligibility may be required.

## 7. Other Charges (Non-Educational Services)

These charges relate to services outside the scope of educational provision and are listed separately for clarity:

**Breakages:** Parents may be asked to pay for the cost or contribute towards the cost of replacing broken windows, musical instruments, and ICT equipment, lost books etc., where this has resulted in the pupils' behaviour.

**Freedom of Information Act – Paying for information:** Single copies of information covered by this publication are provided free unless stated otherwise in the Scheme of information available under the Freedom of Information Act. If a parental request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as a printed publication the Federation will inform the parent of the cost before fulfilling the request.

**Passport Applications:** A charge of £15 for an individual or £30 per family applies for validation of passport applications and certification of photographs.

**Administration Costs:** Please note that the Federation's duty to provide free administrative support applies only to benefit applications relating to children. Requests for administrative letters or documentation for adult-related benefit claims or immigration purposes fall outside this statutory obligation.

A charge of £10 applies for letters requested by parents/guardians for:

- Home Office correspondence
- Benefit claims not directly related to the child's education

Charges will be communicated in advance, and payment must be received before the letter is issued.

**Private use of Federation facilities:** The charges for the private use of Federation facilities by members of staff, for example – private telephone calls, reprographics and faxes are as follows:

Telephone calls:

Local calls	5p per minute
National calls	8p per minute
Mobile phones	20p per minute

Fax:

Inland	£1.25 per sheet
Overseas	£3.50 per sheet

Photocopying:

A4	10p per copy
A4 2 sided	15p per copy
A3	20p per copy
A3 2 sided	30p per copy

Colour photocopying

A4	50p per copy
A3	£1.00 per copy

Laminating:

A4	30p per sheet
A3	60p per sheet

## **8. Monitoring arrangements**

The Federation Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by Executive Leadership Team annually.

At every review, the policy will be approved by the governing body.