



Sutton on the Forest CE (VC) Primary School

Policy for Charging and Remission of Charges

1. Introduction

1.1 Every LEA, and every school Governing Body, is required to maintain a charging policy, and a policy on the remission of charges. This document sets out a model policy which any school Governing Body may adopt; or it may amend this policy or draw up its own policy, so long as the policy complies with the law, as set out in Sections 449 to 462 of the Education Act 1996. A Governing Body's policy should reflect any special circumstances for the school.

1.2 Each school shall keep a copy of their Governing Body's policy at the school; shall allow any person to inspect the policy; and shall provide parents with a copy free of charge on request.

2. A Brief Summary of the Law

2.1 **No charge may be made for admission to a maintained school**, except for part time education for persons over compulsory school age, or full time education for persons over 19.

2.2 **No charge may be made for the provision of education for a registered pupil at a maintained school during school hours** (with an exception in certain circumstances regarding tuition in playing a musical instrument).

2.3 No charge may be made for the provision of education for a registered pupil at a maintained school outside of school hours, if the education is required as part of a syllabus for a prescribed public examination, is part of the National Curriculum, or is religious education. Section 452 provides the criterion by which to decide whether or not an education activity falls within or outside school hours. See 6.9 below.

2.4 **No charge** may be made in respect of the entry of a registered pupil at a maintained school for a **prescribed public examination** in a subject for which the pupil has been prepared at the school.

2.5 **No charges may be made to registered pupils at maintained schools for any materials, books, instruments or equipment** for use in connection with education provided at the school. This does not apply where the parent has indicated in advance a wish that the parent or child should own the end product. There is a similar prohibition in relation to charges for transport.

2.6 Charges are permitted in cases where the above prohibitions do not apply. These are called optional extras; the charges may be made to the parents, and may not exceed the cost of provision. The provisions regarding charging do not apply to charges made by persons other than the Governing Body or LEA; nor to charges to be paid by persons other than the registered pupil or their parents.

3. Voluntary Contributions

3.1 The LEA or any Governing Body may at any time request or invite voluntary contributions for the benefit of the school or any school activity.

3.2 Any request or invitation for voluntary contributions must make clear:

- That there is no obligation to make any contribution; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution.

3.3 No pupil may be left out of an activity because his or her parent has not made a voluntary contribution. Where there are not sufficient funds for an activity to go ahead, then it must be cancelled. Parents should be informed at the planning stage if an activity cannot take place without some help from parents, and that it may have to be cancelled if sufficient funds cannot be raised. If the number of places for a particular activity is limited, a decision must be taken which pupils will be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

4. Third Party Charges

4.1 Persons other than the LEA or Governing Body may make charges in relation to activities they organise or provide, even if these take place during school hours. Children will then be allowed to participate if the charges have been paid; otherwise, the parent will have to ask the school to agree to their child being absent. In considering any such activities, Governing Bodies should ask themselves whether these arrangements will be in the best interests of pupils. The LEA, and school Governing Bodies, will not take part in the transaction where charges are made in these circumstances.

5. LEA Charges

5.1 The LEA charges pupils/parents/members of the public for the following services:

- Outdoor Education
- Music Service
- Adult Education
- Transport to school/college (if ineligible for free transport)
- Provision of copies of certain documents

5.2 The object of such charges is to make a contribution to the cost of provision of the service in question, in accordance with the County Council's approved budget. The Authority will make available on request details of the services available, and the charges made from time to time. Charges made in respect of individual pupils will not exceed the actual cost of providing the activity.

5.3 In any case where an individual considers that, for some exceptional reason, the normal charge should be remitted in whole or part, they may request a remission, and this will be considered by the relevant service manager. If the request is refused, the individual will be entitled to raise the matter under the Education Service complaints procedure, if they wish to do so.

6. Governing Body Charges

6.1 This section of the policy contains the LEA's recommendations to Governing Bodies in relation to charging and remission of charges. Governing Bodies may determine their own policies on these matters, which may be more or less generous than the policy of the LEA, so long as they comply with the relevant legal requirements.

6.2 Subject to the provisions of this policy, Governing Bodies will expect all activities which are wholly or mainly outside school session time not to incur a cost to the school budget, unless in any case the Governing Body has been consulted and has decided otherwise.

6.3 Governing Bodies will observe the provisions of the LEA's policy on Voluntary Contributions and Third Party Charges (set out at 3 and 4 above).

6.4 No charge will be made for admission to any school maintained by North Yorkshire County Council.

6.5 No charge will be made for the provision of education for registered pupils during school hours [except in relation to instrumental music tuition for individual pupils, or pupils in groups of up to four, where that tuition does not form part of the National Curriculum or of a prescribed examination syllabus being followed by a pupil]. No charge will be made for any materials, books, instruments or other equipment for use in connection with education provided for pupils at the school.

6.6 No charge will be made for entry to public examinations where the pupil is being prepared for the examination at the school [though the Governing Body may recover any fee the school has paid in respect of the examination, if the pupil fails without good reason to meet any examination requirement for that syllabus].

6.7 No charge will be made for any activity that takes place outside school hours if it is an essential part of the syllabus of a prescribed examination, or is required to fulfil statutory duties relating to the National Curriculum or to religious education.

6.8 Any activity which takes place wholly or mainly out of school hours and does not fall within 6.7 above will be the subject of charges, unless the Governing Body decides otherwise. Charges shall not be made for activities which take place mainly in school hours.

6.9 For the purposes of this policy, an activity takes place mainly out of school hours if more than half of the time occupied by the activity, and any associated travelling, takes place out of school hours. In relation to residential trips, they take place mainly out of school hours if the number of school sessions taken up by the trip is less than the number of half days included in the trip which do not contain school sessions (for example, a trip starting on a Thursday lunchtime would be mainly out of

school hours if it ends on Sunday night, but mainly in school hours if it ends on Saturday night).

6.10 Where a charge is to be made for an activity, participation in that activity will be optional. If alternative provision is made for pupils not attending an activity, no charge shall be made for that provision. All pupils who do participate shall be equally entitled to do so; and subject to Section 7 below all pupils shall be charged the same amount for participation in the same activity.

6.11 Parents may be charged for the cost of materials for items made by children in woodwork, metalwork, arts and crafts etc, where the parents have indicated in advance a wish to own the end product.

6.12 All charges shall be calculated on the basis of the cost of the activity in question, so that the school shall not make any profit from charges. Charges per pupil will normally be the total cost of the activity, divided by the numbers of pupils taking part. There will be no cross-subsidy between activities. Costs of an activity may include travel, board and lodging for pupils; entrance charges to sites, buildings and facilities; insurance; and extra costs (if any) of employing staff in relation to the activity. Such employment must be on the basis of a separate contract, which may be in the form of a letter from the Governing Body.

7. Remissions

7.1 Any charges payable for board and lodging provided for a pupil on a residential trip involving the provision of education shall be completely remitted if, at the time the trip takes place, the pupil's parents are in receipt of income support, family credit, an income-based Jobseeker's allowance, or disability working allowance [or such other allowances as the Governing Body may from time to time determine].

7.2 Charges for instrumental tuition will be remitted where parents are in receipt of income support, job seekers allowance (income based) or child tax credit with annual income below a level determined annually and not receiving working tax credit. Remissions are also available for siblings.

7.3 The Governing Body shall meet the whole or part of any charge payable in relation to a pupil if it is satisfied that there are exceptional circumstances in which the pupil's participation in the activity should be regarded as a priority, but the parents are unable to meet all or part of the charge.