



Charging & Remissions Policy for Educational Activities

DATE APPROVED: 14th October 2021

APPROVED BY: Finance and Resources Committee

DATE TO BE REVIEWED: October 2022

Charging & Remissions Policy for Educational Activities

1.0 Aim

It is the policy of the governing body to promote and provide a wide range of additional activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2.0 Requirements

By law (Chapter 3 of Part 6 of the Education Act 1996) the governing body must define and regularly review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. The school must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

3.0 Types of Financial Contributions

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Voluntary Contributions:

The school may ask for voluntary contributions for the benefit of the school or any school activities. However if the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher **must** also make it clear to parents that there is no obligation to make any contribution and parents will not be made to feel pressurised into paying a contribution.

We will avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. We will also not send direct debit or standing order mandates to parents when requesting contributions.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

4.0 Remission

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However if insufficient voluntary contributions are raised to

fund a visit, then it will be cancelled. We will ensure that this is made clear to parents at the outset. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make it clear to parents at the outset what our policy for allocating places on school visits will be. In some instances, where places are limited, then these will be awarded on a first come first served basis on receipt of formal confirmation that your child(ren) wish to participate.

An application for full or partial remission of charges can be discussed on a confidential basis with the Headteacher. Children who are eligible for free school meals, because of their parent's receipt of Family Credit or Income Support will be given full remission.

Charges made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

5.0 Charges for Activities

- 5.1 In cookery, craft, etc, appropriate charges may be made for ingredients and materials where parents have indicated in advance that they wish to buy their child's finished product.
- 5.2 For children who take up music lessons provided by Buckinghamshire Music Service, the charges for these lessons will be invoiced and payable directly to Buckinghamshire Music Service by the parents / guardians. The school regrets it is unable to fund peripatetic music lessons.

Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment.

6. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body.

8. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Approval

This policy has been discussed by the Finance and Resources Committee and was approved at their meeting on Thursday 14th October 2021.