



## STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL

SNITTERFIELD PRIMARY SCHOOL

WILMCOTE C OF E PRIMARY SCHOOL

*Small schools, big ambitions...*

# FEDERATION CHARGING AND REMISSIONS POLICY

Original version	November 2015
Adopted by the Governing Body	13/11/2015
Reviewed & Adopted by the Governing Body	11/11/2016
Reviewed & Adopted by the Governing Body	13/11/2017
Reviewed & Adopted by the Governing Body	08/02/2019
Reviewed & Adopted by the Governing Body	18/10/2019
Reviewed & Adopted by the Governing Body	09/10/2020
Reviewed & Adopted by the Governing Body	24/09/2021
Reviewed & Adopted by the Governing Body	23/09/2022
Reviewed & Adopted by the Governing Body	18/09/2023

This is a statutory policy required by law.

## Aims

Our schools aim to

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 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](#), sections 449 to 462 of which set out the law on charging for school activities in England.

## Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## Introduction

The Governing Body recognises the valuable contribution of providing a wide range of activities to enrich and extend pupils' learning and to contribute to their personal development. The schools in the federation aim to promote and provide such experiences for the pupils of the schools, both as part of a broad and balanced curriculum and as additional optional activities. The governors believe that all pupils are entitled to equal participation in school life and that social background and personal finances should not be a barrier to this.

## Where charges cannot be made

### ***Education:***

- Admission applications
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided out of school hours if it is part of the National Curriculum, or Religious Education
- Instrumental or vocal tuition unless the tuition is provided at the request of parents

### ***Transport:***

- Transporting pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

### ***Residential visits:***

- Education provided during school hours
- Education provided out of school hours if it is part of the National Curriculum, or Religious Education
- Supply teachers covering other staff who may be accompanying pupils on a residential visit

## Where charges can be made

### **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 (see below)

### **Optional extras:**

Schools are able to charge for activities known as 'optional extras'. In these cases, schools are able to charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided out of school hours if it is not part of the National Curriculum, or Religious Education
- Board and lodging for pupils on a residential visit
- Extended services such as breakfast clubs or after school clubs (where run by the school)

When calculating the cost of optional extras, an amount may be added 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 purely to provide the optional extra
- 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.

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

### **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.

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.

## **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, schools ask parents to contribute to the cost of the trip. *All contributions are voluntary.* If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others, and only school leaders and office staff will have this information.

Teachers will always make any costs clear to parents in any correspondence. They will show how the 'voluntary contribution' has been calculated, and whether there have been any subsidies from another sources, for example the parents' associations.

If a parent wishes their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, we will make every effort to allow the child to participate fully in the trip or activity. In cases of hardship (with specific reference to children in receipt of Pupil Premium) the school may consider paying additional costs in order to support the visit. In specified circumstances the school is, with parental permission, willing to approach outside agencies for support e.g. a parish fund or a local charity.

The following is a list of additional activities organised by the schools in the federation which may require voluntary contributions from parents. Some examples are:

- Visits to museums, exhibitions or places of importance related to the curriculum
- Experts visiting school for theme days
- Sporting activities and events
- Outdoor adventure activities e.g. residential visits
- Visits to the theatre or cinema
- Cooking ingredients
- Design & Technology products.

## **Swimming**

Where the schools organise swimming lessons we do ask for a voluntary contribution towards transport costs. The National Curriculum requires pupils to swim 25 metres in distance by the end of Key Stage 2 so the cost of tuition is covered by the school budget.

## **Lost school equipment/Books**

The school reserves the right to charge a nominal fee to replace lost equipment, reading books or library books.

## **Damages to school property**

Parents and carers will be charged for any non-accidental damage caused as a result of a pupil's behaviour. Any cost will be based on the cost of replacement or repair.

## Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents/carers in particular circumstances. This policy sets out the circumstances in which the Heads of School will consider a reduction in charges. Remissions will be considered for those families in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- The guaranteed element of Pension Credit.

In addition, children eligible for the Pupil Premium payment may receive music tuition, after school clubs or the residential trip at reduced costs. This is at the discretion of the Heads of School and will be offered on a case by case basis.

## Monitoring and Review

The implementation of this policy will be reviewed annually and monitored by the Executive Headteacher.

The policy will be updated when new DfE guidance is published.