

CROSSHALL JUNIOR SCHOOL

CHARGING AND REMISSIONS POLICY



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CROSSHALL JUNIOR SCHOOL LIMITED

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been drawn up to comply with (a) section 33 of the Academy's Funding Agreement and (b) Sections 449-462 of the Education Act 1996. It is reviewed annually by the governors' Finance, Resources and Personnel Committee.

The aim of the policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Education

The Governing Body **cannot** charge for:

- an admission application to any maintained school;
- 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 Curriculum¹ or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;

The Academy can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below);
- board and lodging for residential visits (not to exceed the actual cost); and
- music and vocal tuition, in limited circumstances.

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum; or
 - b) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. The Governing Body has therefore approved the following:

- voluntary contributions can be invited from parents towards the cost of the academy activities which are related to the life and work of the academy. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
- Academy visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support will outline the proposed visit, cost, educational value and its relationship to the academy syllabus;
- if insufficient voluntary contributions are received and the trip is considered by the Head Teacher to not be financially viable, then it will be cancelled and any monies received will be returned.

Remissions

If the activity concerned is not an optional extra, as explained above, parents whose children are in receipt of, or eligible for free school meals may not be charged for board and lodging. They may, however, be invited to make a voluntary contribution.

Any charge made to parents by the Academy may be remitted, either wholly or in part, on the grounds that payment by the parents would cause them particular and undue hardship having regard to their financial circumstances and the educational value to the pupil of the activity concerned. The discretion to grant such assistance will be exercised by the Head Teacher.

Children whose parents are in receipt of certain benefits may be eligible for further remissions. Please contact the Head Teacher for information.

School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Approved by Finance, Resource and Personnel Committee Summer 2023

Review Summer 2024