



# Policy on Charging and Remissions for School Activities

Audience:	Parents / Carers School staff, particularly Headteachers and School Business Managers or Finance Officers Volunteers Local Governing Bodies Trustees Cluster Boards
Approved:	REAch2 Finance Committee 8th July 2020
Other related policies:	Financial scheme of delegation, timetable and procedures
Policy owner:	Chris Perry, Head of Finance
Policy model:	<u>Principles</u> : this means REAch2 schools can use this policy in full <u>or</u> maintain their own policy, ensuring at the next opportunity that this aligns with REAch2 principles set out here
Review:	Every 3 years

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:



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## Purpose of Policy

The purpose of this policy is to set out what charges can and cannot be made for activities in schools in the REAch2 Academy Trust.

The policy has been drawn up in accordance with:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- 'Our Funding Agreement'

## Circumstances where no charge is made

**No charge will be made for:**

### ***Education in School***

1. Education provided wholly or mainly during school hours.
2. Admission applications to school for children of compulsory school age.
3. Activities that are part of the entitlement curriculum<sup>1</sup> for all pupils, or are part of a prescribed examination syllabus, or part of religious education.
4. The supply of any materials, books and instruments or other equipment that are a requirement of the entitlement curriculum.

### ***Transport***

5. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
6. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.
7. Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
8. Transport provided in connection with an educational visit, which is part of the entitlement curriculum.

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<sup>1</sup> The 'entitlement curriculum' is the learning activities and experiences that the school will make available to all or any pupil that is provided wholly or mainly during school hours.

### ***Residential visits***

9. Education provided on any visit that takes place during school hours.
10. Education provided on any visit that takes place outside school hours if it is part of the entitlement curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

### ***Music Tuition***

11. Children learning to play musical instruments as part of the entitlement curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education;
12. Cost associated with preparing a pupil for an examination<sup>2</sup>.

### ***Examination Fees***

13. Entry for a prescribed public examination if the pupil has been prepared for it at the school<sup>3</sup>.

## **Circumstances where the school may charge parents**

### **Optional Extras**

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

### ***Education***

14. Activities that take place mainly or wholly out of school time if they are not part of the entitlement curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
15. Materials used in practical subjects and project assignments provided parents / carers have agreed in advance that they, or the pupil, wish to keep the finished product e.g. ingredients or materials.

### ***Music Tuition***

16. Musical instrument tuition provided to individual pupils or to a group of not more than four pupils if the teaching of music tuition is not part of the entitlement curriculum.

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<sup>2</sup> The school does not currently enter pupils for any form of public music examination.

<sup>3</sup> The only public examinations that the school currently enters pupils for are the Key Stage 2 SATs.

### ***Transport***

17. Transport that is not required to take the pupil to school or to other premises where the governing body or local authority has arranged for the pupil to be provided with education.

### ***Examination Fees***

18. An examination that is independent of the school's entitlement curriculum, but the school arranges for the pupil to take it.

### ***Board and Lodgings***

19. The cost of board and lodging for residential trips, even when taking place largely during school time. (Pupils whose parents / carers are in receipt of certain benefits may be exempt from paying the cost of board and lodging). The charge will not exceed the actual cost.

### ***Extended Schools***

20. Extended day services offered to pupils, for example breakfast club, after school clubs, homework clubs.
21. Additional nursery sessions over and above the free entitlement provided by the school.

### ***Community Facilities***

22. Facilities used by the local community, for example childcare during school holidays or swimming sessions.

### ***Voluntary Contributions***

23. Although schools cannot charge for school time activities, voluntary contributions may be sought from parents /carers for activities that supplement the normal school entitlement curriculum.

Requests to parents / carers for voluntary contributions will state that:

- there is no legal obligation to make a contribution;
  - pupils will not be excluded through parents' / carers' inability or unwillingness to pay;
  - where there are not enough voluntary contributions to make the activity viable and there is no way to make up the shortfall, the activity will be postponed or cancelled.
24. Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupil/s wishing to participate in the activity whose parents / carers are unwilling or unable to pay the full charge.

### ***Remissions***

25. Parents / carers whose children are eligible for free school meals will be exempt from paying the cost of board and lodging of a residential trip.
26. The Local Governing Body may wish to remit in full, or in part, the cost of other activities for parents / carers.

### ***Supplementary Information***

27. Parents / carers may be asked to equip their child with items of personal equipment intended for use solely by their child such as uniform, P.E. kit, calculator, pens etc.

### ***Breakages and Damage***

28. Where a pupil's behaviour results in damage to school property or equipment, parents / carers may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on at the school's discretion.

### ***Owed money and Debt Recovery***

29. Where the school incurs material additional costs in recovering an outstanding debt then the school may decide to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.
30. If a response or payment is not received within a reasonable time, the school may seek to refer the matter to a Debt Recovery Agency who will take action to recover the funds. All costs will be claimed against the parent/carer. The agency's commission as well as additional set up and collection fees will also be made known to the parent / carer and claimed also.

### ***Policy Review***

31. This policy will be reviewed every 3 years.