



# Elmlea Schools' Trust

## Charging and Remissions Policy

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### Document History Record of recent Policy changes

Date	Version	Author/Owner	Change	Origin of
20 October 2019	1.0	Clare Sanders	Updated Policy for Elmlea Schools Trust	DfE Charging and Remissions Guidance
November 2020		CS	No Change	Review/re-adoption

Trustees 'Committee	Operations
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**ELMLEA SCHOOLS' TRUST**  
**CHARGING AND REMISSIONS POLICY 2019/2020**

### **Introduction**

This charging and remissions policy complies with statutory requirements and is reviewed on an annual basis.

### **The Legal Framework**

The objectives of the charging provisions in the Education Reform Act 1988 are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents'/carers' ability or willingness to help meet the cost
- to give schools discretion to charge for optional activities provided wholly or mainly out of school hours
- to confirm the right of schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours

### **Charging Policy**

#### **Activities without charge**

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.

#### **Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip.

Examples where parents may be asked to cover the cost

- visiting performers (theatre, dance and music groups)
- school educational visits
- cookery ingredients
- music lessons (see also information on peripatetic music lessons)
- art and craft materials
- swimming

Requests for voluntary contributions will make it clear that:

- there will be no obligation to contribute
- that no child will be excluded from an activity or treated differently according to whether or not his/her parents have made any contribution in response to a request
- the activity might not take place if voluntary contributions are not forthcoming

Parents and Carers may through genuine hardship feel unable to make a voluntary contribution. All Parents and Carers

are made aware that financial support may be made available providing they fulfil the specified criteria. The school will use information that a child is in receipt of free school meals and/or pupil premium as a starting point and all parents should be advised annually that failure to take up benefits for which they may be eligible may mean that their child does not have access to available funding.

### **Chargeable Activities /Items**

The following items will have to be paid for by parents, the school may recover the full costs of the following activities, but charges will not exceed actual cost:

**Resources** : Materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;

**Peripatetic Music Lessons** : The cost of lessons and the hire of school instruments will be charged to parents. Parents must pay in advance for music tuition or their child will be withdrawn from lessons. The school will invoice parents clearly stating when payment is due.

*Note regarding music tuition:*

*Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.*

*The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.*

*Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).*

**Clothing** Parents will be expected to provide suitable clothing for children for daily class work, for indoor and outdoor PE and protective clothing e.g. aprons for cooking, art and craft.

**Writing and Drawing Materials** - The school provides pencils to those who need them but we find it helpful if those who can, bring, pens and pencils for their own use, and crayons and felt tip pens if they wish

### **Education provided outside of school time that is not:**

- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.

### **Charge calculations**

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;
- the cost of buildings and accommodation;
- support 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 an appropriate proportion of the costs, for 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

**Transport** (other than transport that is 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);

**Residential Visits** - Board and lodging for a pupil on a residential visit (subject to remission arrangements); Payment for educational visits is not normally refundable in the event of non-attendance. Cancellation terms of Residential Educational Visits are as per the terms notified at the time of booking.

**Extended day services/provision** offered to pupils (for wraparound care e.g. breakfast club, afterschool clubs, supervised homework sessions where this is run under the responsibility of the Board of Trustees).

**Clothing** Parents will be expected to provide suitable clothing for children for daily class work, for indoor and outdoor PE and protective clothing e.g. aprons for cooking, art and craft.

**Reparation** Charges covering repairs or replacement may be levied for breakage, damage or loss of property where this is the result of a pupil's behaviour e.g. windows, books and equipment.

**Passport Countersigning** The cost of this service is charged at £20 per application.

**Remissions** - Where parents of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are not sufficient to meet the cost of the activity, the Board of Trustees invite parents to discuss the matter in confidence with the Executive Headteacher, with a view to subsidising all or part of the cost.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Board of Trustees may approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

**Pupil Premium** funding is allocated to the school for:

- children who are eligible for Free School Meals
- children who have been eligible for Free school Meals during the last six years
- children whose parents serve or have served in the armed forces during the last four years- children who are or have been "looked after"

The trust assesses what additional provision should be made for individual pupils. Therefore, children who meet at least one of these criteria could receive assistance for some charged items, as deemed appropriate for the child e.g. school trips including Year 6 camp and music lessons. Children eligible for Free School Meals normally receive a subsidy of up to 50% subsidy.

### **Appeal**

If a parent feels the Executive Headteacher has dismissed their request in a manner that falls outside the bounds of this policy, they can appeal to the Chair of the Board of Trustees (via the school) for their case to be reconsidered. If the Chair of the Board of Trustees feels the parents claim needs further investigation, he/she will nominate a Governor or Trustee to review the case. His/her decision will be final.