



CHARGES AND REMISSIONS POLICY

Version 3.0

This is a policy which governing bodies and proprietors are required to have by law:
Category A - Statutory policy required by education legislation – Charging and remissions.

Review Frequency: Governing body free to determine – Bi-Annually

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

Document Location:

- Paper copy available in the school office policy file.
- O:\UPDATED POLICIES\STATUTORY\SPS CHARGES AND REMISSIONS POLICY - V3.0.DOC.

Document History:

Version Number	Description	Date	By
-	Original which was adopted 11 November 2010.	-	-
0.1	Formatting changes.	22 January 2014	Karla de Visser
0.2	Changed "Lower" to "Primary". Changed to school lunch hours.	31 January 2014	Karla de Visser
1.0	Reviewed by Sue Peck on 31/1/2014 and approved by governing body on 4/2/2014.	5 February 2014	Karla de Visser
2.0	Changed the end of school day timings. Was approved by Governing Body on 14 July 2015.	17 July 2015	Karla de Visser

3.0	Reviewed by Jo Shillington on 8/5/2017. Corrected school and lunch times. Approved by Ann Parish on 9/5/2017	9 May 2017	Jo Shillington
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Introduction

The Governing Body is required by law to determine policies for:

- Making charges for school activities (its charging policy).
- Remitting such charges (its remissions policy).

These policies may be more or less generous than:

- The policies of the Local Authority on charging for activities and remissions of charges
- The arrangements made by the Local Authority for individual tuition in the playing of musical instruments as long as they meet the requirements of the law.

Charging Policy – *Optional Extras*

- The law confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours. Shackleton Primary School's hours are defined as:

Start: 8.55 am

Lunch:

Reception: 11.45am - 12.45pm

Key Stage 1: 12.00pm - 1.00pm

Key Stage 2: 12.45pm - 1.45pm

Finish: Reception & KS1 - 3.20pm / KS2 – 3:30pm

- Where education is provided for registered pupils outside school hours and is not required as part of a syllabus for a prescribed public examination or specifically to fulfil statutory duties relating to the national curriculum or religious education such education is defined by the law as an "optional extra" and charges may be made. (Where an activity takes place partly during and partly outside school hours it will be deemed to take place wholly during or wholly outside school hours in accordance with the provisions of the law.)
- Charges will be made for optional extras and may include an appropriate element for:
 - A pupil's travel costs.
 - A pupil's board and lodging costs.
 - Materials, books, instruments or other equipment.
 - Teaching assistants' costs.
 - Entrance fees to museums, castles, theatres etc.
 - Insurance costs.
 - Teaching staff costs including the cost of travel, board and lodging where a teacher/instructor has been engaged specifically for the purpose of providing the activity. (The cost of any teachers employed by the Local Authority under a contract of employment may not be included.)
- The charge levied for each optional extra will not exceed the total cost of the activity.

- The cost of an optional extra will be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge shall be payable by the parent or guardian of the pupil concerned although participation in any optional extra must be subject to parental agreement.

Remissions Policy

The law requires that pupils whose parents are in receipt of certain benefits may not be charged for board and lodging for participation in a residential visit which forms part of the syllabus for a prescribed public examination or is provided specifically to fulfil statutory duties under the national curriculum.

Voluntary Contributions

- The existence of policies on charging and remissions of charges does not prevent voluntary contributions being sought for the benefit of any school activity.
- In making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution.

Activities Not Run by the School or the Local Authority

When a non-school organisation arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent just as they would if they wanted to take their child(ren) out of school for a family holiday.

This policy should be read in conjunction with:-

- The school's educational visits policy
- Education Act
- Education (School and further education) regulations
- Department for Education circular "Charges for school activities"
- School Governors' Guide to the Law