



# Compass Federation Charging and Remissions Policy

## Key Contact Personnel

Nominated Member of Leadership Staff Responsible for the policy: Ben Hulme

Named Governor with lead responsibility: David Strachan

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Date agreed and ratified by Governing Body/Trust/Committee: September 2023

Reviewed Annually



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Executive Headteacher



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Chair of Governors

**This policy will be reviewed at least annually, and following any concerns and/or updates to national/local guidance or procedures**

# Compass Federation

## Charging and Remissions Policy

The Compass Federation is committed to providing a high quality, relevant and engaging curriculum for its pupils. Learning beyond the classroom is seen as highly desirable and educational visits will be arranged to enable the curriculum to be taught in an effective way. Attendance of such visits is expected as children will otherwise miss out on significant experiences and beneficial follow up work. This Policy sets out how charges and remissions are decided in order to enrich the curriculum and be inclusive.

For pupils within the federation, it is the intention to:

- Maintain the right to free school education during the school day.
- Enable all pupils to take advantage of the activities provided by the school.
- Ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost.
- Ensure that from the outset, parents are made aware that if insufficient voluntary contributions are raised to fund a visit, or if the school cannot fund it from some other source, then it must be cancelled.
- Identify those activities for which a cost may be levied.
- Determine which charges will be remitted for parents experiencing hardship.
- Invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours.
- Ensure that the responsibilities for the charging policy are clearly and appropriately allocated.
- Ensure that the operation of the Charging and Remissions Policy is systematically reviewed and the findings acted upon.

### School charging:

The Governing Body, along with our local authority, **cannot** charge for:

- 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 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.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school, and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

We **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras (which are outlined within this Policy).
- Music and vocal tuition, in limited circumstances (as outlined within this Policy).
- The Governors believe that activities such as swimming and educational visits (or visitors) are an extension to, and enrichment of, the curriculum, which allows the school to ask for voluntary contributions from parents to support these activities.

### **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
  - i) Part of the national curriculum;
  - ii) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - iii) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- 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).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example, breakfast club, after-school clubs, tea and supervised homework sessions).

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.
- 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 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must 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 cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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**

The Governing Body or local authority may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher should make this clear to parents at the outset. The Governing Body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. At St. Paul's we will make sure that this is clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

## **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 now** 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 parents. 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. The regulations also make clear that **no charge** may be made in respect of a pupil who is looked after by the local authority (within the meaning of Section 22(1) of the Children Act 1989).

## Transport

We **cannot** charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

## Residential Visits

We **cannot** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We **can** charge for:

- Board and lodging but the charge cannot exceed the actual cost.

When the school informs parents about a forthcoming visit, it should be made clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal credit in prescribed circumstances. The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.
- Income Support (IS).
- Income Based Jobseekers Allowance (IBJSA).
- 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 does not exceed the agreed limit (as assessed by Her Majesty's Revenue and Customs).
- The guarantee element of State Pension Credit.
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

This Policy has been developed using the Department for Education [www.gov.uk](http://www.gov.uk) site:  
Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities: October 2014.