

# LONG MEADOW SCHOOL

## CHARGING AND REMISSIONS POLICY



Date of last review:	June 2023
Date of next review:	June 2024
Type of policy:	Statutory
Frequency of review:	Annually
Governor committee:	Governing Body

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The law on charging for school activities is set out in Sections 449-462 of the Education Act 1996. The following summarises the points that relate to our school:

## Education

School governing bodies and local authorities **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 religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education

Schools and local authorities **can** charge for:

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Optional extras (see below)
- Music and vocal tuition in limited circumstances (see below)

## Optional Extras

Charges **may** be made for:

- Education provided outside of school time that is not part of the National Curriculum or part of religious education
- Transport that is not required to take the pupil to school or to other premises where the LA or governing body have arranged for the pupil to be provided with education
- 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 or supply staff engaged under contracts for services purely to provide an optional extra
- 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

## Residential Visits

Schools **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 religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Schools **can** charge for:

- Board and lodging and the charge must not exceed the actual cost

## Music Tuition

Charges can be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of the National Curriculum or part of Wider Opportunities.

## Transport

Schools **cannot** charge for:

- Transporting pupils to or from the school premises where the LA has a statutory obligation to provide transport
- Transporting pupils to other premises where the governing body or LA has arranged for pupils to be educated
- Transport provided in connection with an educational visit

## Voluntary Contributions

The school will use its entitlement under the legislation to ask for voluntary contributions for the benefit of the school or any school activities. The school will make it clear to parents that if insufficient voluntary contributions are raised to fund a visit then it will be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

## Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- A charge will be made for any activity which the LA or Governing Body arranges and for which a charge may be made, as set out in the Education Act, where the activity takes place wholly or mainly outside the school session time.
- In general, all participants in any educational activity arranged by the LA or Governing Body and for which a charge may be made, as set out in the Education Act, will be expected to meet a charge levied by the Authority or Governing Body.
- Where educational activities are provided by a third party, its charges will be passed on to the parents of the participating pupils.
- A charge will be made for tuition in playing any musical instrument, where the tuition is provided individually or to a group of pupils.
- Charges will be made to cover the cost of ingredients and materials for finished work where parents have indicated in advance that they wish to own the finished product.
- Parents will be required to meet the cost of breakages or damage to school property as a result of a child's

behaviour.

- A charge will be made for loss or damage to books. If the book is on loan from the School Library Service or a third-party loan service, then the charge may be specified in the agreement between the service and the school.

## Remissions

The Governing Body will accept applications to remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the National Curriculum, where the parents of a pupil are in receipt of the following benefits:

(As per [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals))

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

In other circumstances where there may be cases of family hardship, the Governing Body will accept applications from parents in confidence for remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.