CHARGING & REMISSION POLICY

This Drayton CE Junior Policy applies to all stakeholders.

DATE OF GOVERNOR APPROVAL	Autumn 2025
REVIEW FREQUENCY	Annually
REVIEW DUE	Autumn 2026
STATUTORY REQUIREMENT	YES

AMENDMENTS

Date	Summary of Amendment/s
June 2021	Equality Impact Assessment completed

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

We may charge parents for the following:

- Materials, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional extras

We may charge parents for the following optional extras:

- 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.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Examination fees

We may charge for examination fees if:

- The examination is not on the prescribed list, but the school arranged for the pupil to take it.

5. Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

6. Music tuition

- Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

- The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

- The school will pay 50% of tuition fees for those children in receipt of additional funding via Pupil Premium.

7. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

8. Residential visits

8.1. We will not charge for:

- Education provided on any visit that takes place outside school hours if it is 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.
- We may charge for board and lodging – but the charge will not exceed the actual cost.
- We will use additional Pupil Premium payments received to cover 50% of residential visits costs for those children eligible.

9. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is 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.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

10. Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

The school accepts no liability for items brought in by a child from home, however all care and attention will be given to ensure that items are kept safe and secure while on school property.

11. Refunds

As all trip/residential providers require pre-payment the school is unable to offer refunds, should a pupil cancel, once payment to the provider has been made.

Amounts under the sum of £5.00 per child will not be refunded due to administrative costs incurred negating the amount being refunded.