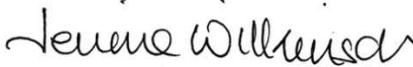




CALDEW SCHOOL

Charging & Remissions Policy

Approved by	
Name:	J Wilkinson
Position:	Chair of Governors
Signed:	
Date:	30 th April 2025
Proposed review date:	April 2026

REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	February 2024

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1. Aims

Caldew School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the type of activity that can be charged for and when charges will be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This policy complies with our funding agreement and articles of association.

3. Definitions

- **CHARGE** – A FEE PAYABLE FOR SPECIFICALLY DEFINED ACTIVITIES
- **REMISSION** – the cancellation of a charge which would normally be payable

4. Roles & Responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or headteacher. Responsibility for approving the charging and remissions policy and monitoring of its implementation has been delegated to the Finance and Resources Committee as set out in the current Scheme of Delegation.

The Finance and Resources Committee, also has overall responsibility for monitoring and the implementation of this policy.

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - A syllabus for prescribed public examination that the pupil is being prepared for at the school
 - 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Board 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
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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

- A syllabus for a prescribed public examination that the pupil is being prepared for at school
- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see 6.2 below)
- Music and vocal tuition, in limited circumstances (see 6.3 below)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 or the Board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges **cannot** be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which school may ask parents for voluntary contributions include:

- When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory.
- The level of contribution is decided by the Head and is designed to cover the cost of the activity without

affecting the schools budget allocation.

Staff costs will always be met by the school as will vehicle costs. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children any differently from any others. Parents have a right to know how each trip is funded and the school will provide this information on request.

There is no obligation for parents to make any contributions, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If a school is unable to raise enough funds for an activity or visit, then it may be cancelled.

8. Activities we charge for

The school will charge for the following activities:

- Individual music tuition over and above the music lessons provided as part of the school curriculum.
- The cost of board and lodging for residential activities
- The cost, including equipment or 'optional extra's as defined by the Act
- The cost of transport to and from Work Experience
- Raw materials used for curricular activities where parents wish to own the finished product (such as Design & Technology and Food Technology)
- The use of a school locker for storage
- Examination entries where:
 - a. The examination is not on the list prescribed by the Act
 - b. Where the Governors feel there are good educational reasons for not entering the pupil
 - c. Where coursework/examinations are not completed without good reasons
 - d. Where re-sits are available, such as in the sixth form A/S and A2 examinations, the school will fund a first entry assuming conditions a – c are met. Any subsequent re-sit must be paid for by the student in advance, but the entry fee will be refunded if the student improves his or her grade as a result of the re-sit.

8.1 Damages or breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, will render the parent liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Head to cover full payment at his/her discretion or refer to the Chair of Governors if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Head will be guided by the DFE regulations currently in use.

8.2 Uniform

Caldew School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

8.3 Other charges

Caldew School may charge for the use of facilities and in each case the Head will review the hire before any charges for activities are made.

Potential examples of other charges include:

- Hire of school hall, theatre or other internal spaces
- Hire of school field/astro/gym

Each case will be treated on its merits.

For regular activities, the charges for each activity will be determined by the Head/Governors and reviewed annually. Parents will be informed of the charges for the coming year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Head as delegated by the Finance and Resources Committee and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits can apply for up to 50% exemption from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £116,190) – **ends 5 April 2025**
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit – **ends 5 April 2025**)
- 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) – **After 5 April 2025 this replaces Child Tax Credit and Working Tax Credit.**

9.2 Remissions for day trips

The school recognises that in certain circumstances families may have genuine difficulty in meeting charges legitimately levied for some day activities which would be of considerable benefit to the young people concerned. The school will provide remission of charges for the cost of day activities where parents are in receipt of benefits as noted in 9.1.

An anonymised report on the financial assistance provided for students will be given to the Curriculum and Pupil Welfare Committee annually by the Headteacher.

9.3 Remissions – finance

A budget line will be earmarked within the main school budget as a reserve from which requests for financial support can be met.

10. Monitoring arrangements

The Finance and Resources Committee monitors charges and remissions and ensures these comply with this policy through the internal scrutiny work.

This policy will be reviewed by Chair of Governing Body annually. At every review, the policy will be approved by the Finance and Resources Committee.