

# **CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES AND VISITS**

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## CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES AND VISITS

### 1. Introduction

The Governing Body at Trinity High School and Sixth Form Centre recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education.

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

The Governing Body is very keen to ensure that ALL pupils are included and given every opportunity to participate in a wide range of activities but recognise that there will be occasions when parents will be asked to make a financial contribution to the cost of running these additional activities. This policy is to help parents understand when charges can or cannot be made.

Statutory requirements: As part of the Education Act 1996, the Governing Body is required to keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included on the school website.

### 2. Education

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- 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 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

Schools governing bodies and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- music and vocal tuition, in limited circumstances (see section 5) where parents have opted to pay for private music tuition.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment eg;

- education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education, examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not 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; and
- board and lodging for a pupil 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.

### **3. Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking 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 head teacher should make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

No child will 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, then the Headteacher will make the decision whether to cancel the activity.

### **4. 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost\*. (\*Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging)
  - a) Income Support (IS);
  - b) Income Based Jobseekers Allowance (IBJSA);
  - c) support under part VI of the Immigration and Asylum Act 1999;
  - d) Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs the guarantee element of State Pension Credit; and
  - e) an income related employment and support allowance that was introduced on 27 October 2008.

## **5. Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. These, provide pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Parents are requested to contact the Head of Music for more information regarding the remissions charges for music tuition.

## **6. Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.