



RAINE'S FOUNDATION SCHOOL

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“Achieving Excellence by Unlocking Potential”

CHARGING & REMISSIONS POLICY

JUNE 2018

Date	What changed	Committee Date Approved
7 June 2018	New	21 June 2018
Derivation		
Revision Policy	Every 2 Years	

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

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 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The head teacher

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

4.3 Staff

Our staff are responsible for:

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

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

4.4 The Finance Office

The Finance office are responsible for the signing off the trip sheet each month to confirm it agrees with what has been banked.

4.5 The PE Trip Leader

The PE Trip Leader has over responsibility for the central trip spreadsheet and updating the sheet using the trip receipt book and parent pay notifications.

4.6 Reception Office

Office staff are responsible for:

- Receiving all initial cash payments for trips
- Issuing receipts
- Storing cash in the schools safe
- Passing all cash to the Finance office

4.7 Parents

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

5. Where charges cannot be made

Below we set out what the school 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 a 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 governing 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 the 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 the school 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 below)
- Music and vocal tuition, in limited circumstances
- Community facilities /After school club property

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing 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.

Participation will be on the basis of parental choice and a willingness to meet the cost of the optional extra.

6.3 Music tuition

The school 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 Educational Visits/School Trips

School trips will be classified as either education or optional extras. A trip is an education trip if 50% or more of the days on the trip are school days.

Parents/carers will be charged the cost of board and lodging for education trips; this is permissible under the Education Act 1996. Parents/carers will be asked to make a voluntary contribution to cover other costs of education trips.

The school will seek to reduce the cost of external trips and activities by part-funding them where possible through targeted standards funds, grants and donations. The maximum school funding for any trip is 70%.

6.5 Residential visits

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

6.6 Examinations

Examination entries are free except in the following cases:

- Students who are entered for an examination against the professional advice of the teaching staff
- Students who are not enrolled at the school
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Enquiries upon requests
- Alteration to personal details
- Mislaid confirmation results letter

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 the school may ask parents for voluntary contributions include:

- School trips

- Associated travel costs

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Extended School

Extended school activities which form part of the national curriculum, help students to prepare for public examinations and aim to enhance their attainment, are offered free. This includes after-school classes for the school's students.

The school lets its facilities to other organisations as part of its extended school programme. These organisations set and collect their own charges. Facilities are let at cost.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. All parents/cares may write to the Governors, care of the Head Teacher, to request that charges for school trips are met from School Funds. Priority will be given to requests from pupils in receipt of free school meals.

10. Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

11. Damages and Losses

All parents/carers will be asked to pay for any damage to school property caused by their children.

All parents/carers will be asked to pay for vandalism and deliberate breakages caused by their children.

All parents/carers will be asked to pay for any school property lost by their children including textbooks and library books.

12. Administration of Charges

Receipts are issued for all payments.

A letter will be sent to the parents/carers of any leavers with outstanding debts in the summer term.

Students will not be allowed to attend optional extras, including school trips, if they have not paid for them in advance.

Dated: June 2018

Next Review: June 2020