



Charging & Remissions Policy

Responsibilities

Status	Statutory
Review cycle	Annually
Key school staff member & role	Samantha Owen – School Business Manager
Policy written / reviewed	March 2025
Ratified by the governing body	May 2025
Next review due	April 2026

Version control details

Version number	Date of version	Details of updates, changes or review
1.0	July 2020	Current copy as of December 2022
2.0	May 2025	Reviewed, updated and rebranded



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Mission Statement

That all students should aspire to be:

- successful learners
- confident individuals
- responsible citizens
- and effective contributors

Vision Statement

As a specialist school that supports pupils with a range of complex special educational needs (SEN), we endeavour to employ a highly-skilled, flexible workforce who will provide support which intends to meet the aspirations of our mission statement, working closely with a range of stakeholders and partners to enhance student outcomes.

Ethos and Values

The school aims to be positive, innovative and demanding with high expectations while balanced with high levels of support for each pupil's well-being. The values we believe are needed to attain this ethos include:

- teamwork, partnership and support to ensure the best possible learning environment is created
- personal responsibility and leadership to ensure everyone understands their roles within the school and feels a sense of belonging and achievement
- innovation, creativity and change to ensure that the school remains at the cutting edge of teaching and learning and behavioural development
- resilient, optimistic and positive to ensure all pupils learn to cope with success and failure, to develop self-esteem
- challenge, opportunity and recognition to ensure all possible avenues for development are investigated and achievement rewarded
- honesty, trust and compassion to ensure we become an emotionally intelligent community capable of understanding the feelings of others



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Introduction

All visits, journeys and trips must be conducted in accordance with the requirements of the LEA's regulations and guidelines "Management and Leadership of Offsite Work".

Rationale

The government has set out the law on charges for school activities in Sections 449-462 of the Education Act 1996. DFES Circular 2/89 explains and provides guidance on those sections. The LEA set down its charging policy in April 1989. In accordance with the requirement of the 1996 Act, governors are required to state their policy with regard to both charges and remissions (in whole, or in part) of any charge which would otherwise be payable to the school. This policy is written with due regard to the DFE advice on charging for school activities May 2018.

Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school
- Have robust, clear processes in place for charging and remissions

Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time are available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- to ensure that the operation of the policy is systematically reviewed and the findings acted upon.



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Policy Statement for Activities During School Hours

It is the policy of the governing body:

- To levy a charge for ingredients or materials in practical subjects, if the parents indicate at the beginning of each school year that they wish to keep the finished product
- To levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less, that has been requested by parents, except where it is provided to fulfil any requirements specified in the syllabus for a prescribed public examination; or specifically to fulfil statutory duties relating to the National Curriculum
- To levy a charge for the board and lodging element of a residential activity. Governors will remit such charges to parents in receipt of benefits as detailed below under the heading Remissions, in respect of any period wholly or partly comprised in the time spent on the trip where the education provided on the trip is education in respect of which no charge may be made.

For Activities Outside School Hours

- To levy a charge for all activities provided outside school with the following exceptions:
 - No charge will be made if the activity is an essential part of the basic curriculum, the board and lodging element of a residential activity will be remitted to parents in receipt of benefits as detailed under the heading Remissions.
 - Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

For All Activities

To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.



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Remission

It is the policy of the governing body:

- To delegate to the Headteacher the determination of any individual case arising from the implementation of the policy.
- To remit charges for board and lodging to parents in receipt of:
 - 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)

Note: The governing body may remit in full or in part the charge for music tuition in respect of parents experiencing hardship.

Resources

The governing body will agree a fund within the budget to support this policy.

Responsibilities

Authority for the day-to-day management of the fund will be devolved to the headteacher who will determine the proportion of costs of an activity which should be charged to public or non-public funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the senior management team for consideration and approval.



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Monitoring & Evaluation

The headteacher has the responsibility for monitoring and evaluating the implementation of the policy. The headteacher will monitor the implementation of the policy and provide the governing body with a financial report as part of the normal termly reconciliation of the school budget. Every three years the implementation of the policy will be evaluated.

During School Hours

Parents may make a voluntary contribution to:

- Individual music tuition except where it is provided to fulfil any requirements specified in the syllabus for prescribed public examination; or specifically to fulfil statutory duties relating to the National Curriculum
- The board and lodging element of all residential trips and visits except in the case of pupils whose parents reach the criteria previously listed above
- The cost of transport direct from home to an activity sanctioned, though not provided by the LEA or school, such as work experience
- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product
- School trips or sporting activities that are not part of the National Curriculum

Outside School Hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- To fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfil statutory duties relating to the National Curriculum
- Specifically to fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

Note: The terms above do not prohibit charging for board and lodging except where parents are in receipt of the benefits as detailed above.



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The charges may include an element for:

- A pupil's travel costs
- A pupil's board and lodging costs, except where the parents are in receipt of benefits as detailed above
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres, etc.
- Insurance costs
- The engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the LEA or governors, they are employed to provide individual music tuition and engaged on a separate contract for services to provide the optional extra.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual pupils may not:

- Exceed the actual cost of providing the optional extra activity divided by the number of pupils participating
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or able to contribute
- Include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity take place in school hours.

Voluntary Contributions

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- Such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- Pupils will not be treated differently according to whether or not parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.



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There is no limit on the level of voluntary contributions sought.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive benefits as detailed above if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses or duties relating to the National Curriculum or duties relating to religious education. The remissions policy must be kept under review by the governing body or LEA by whom it was determined.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation, if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

- END OF POLICY -