



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Charging and Remissions Policy

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1. Aims

The Federation 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 Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the School Headteachers.

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

Within the Federation, monitoring the implementation of this policy has been delegated to the School Headteachers/Head of Bi-Borough Inclusion Service (BIS).

4.2 Headteachers /Head of BIS

The School Headteachers/Head of BIS are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

4.3 Staff

Federation staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the School Headteacher/Head of BIS of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

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

4.4 Parents/Carers

Parents/carers 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 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 and or the schools curriculum
 - A syllabus for a prescribed public examination that the child or young person (CYP) is being prepared for at school
 - Religious education
 - Instrumental or vocal tuition, for CYP learning individually or in groups, unless the tuition is provided at the request of the CYP's parent.
 - Entry for a prescribed public examination if the CYP has been prepared for it at the school.
 - Examination re-sit(s) if the CYP is being prepared for the re-sit(s) at the school.

5.2 Transport

- Transporting registered CYP to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered CYP to other premises where the Governing Board or school has arranged for CYP to be educated.
- Transport that enables a CYP to meet an examination requirement when he or she has been prepared for that examination at 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:
as above
 - The National Curriculum and or school's curriculum
 - A syllabus for a prescribed public examination that the CYP is being prepared for at the school

- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying CYP on a residential visit.

6. Where charges can be made

Below we set out **what a Federation school can charge for**.

6.1 Education

- * Any materials, books, instruments or equipment, where the CYP's parent wishes him or her to own them.
 - Optional extras (see below)
 - Music and vocal tuition, in limited circumstances
 - Certain early years provision – Charges relating only to additional early years provision beyond the statutory 15/30 funded hours where applicable
 - Community facilities
 - Additional training requested (delivered by external providers)

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 and/or the school's curriculum
 - A syllabus for a prescribed public examination that the CYP is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered CYP has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the CYP to school or to other premises where the local authority/governing board has arranged for the CYP to be provided with education)
- Board and lodging for a CYP on a residential visit
- Extended day services offered to CYPs (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 CYP will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of CYP participating.

Any charge will not include an element of subsidy for any other CYP 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 CYP who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for. Information should be sent to parents in as far as possible in advance.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of CYP, provided that the tuition is provided at the request of the CYP's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

This policy also takes account of the Charges for Music Tuition (England) Regulations 2007.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum and/or school's curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a CYP who is looked after by a local authority
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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.

Schools will ensure that parents/carers on low incomes or in receipt of qualifying benefits are informed of the support available to them when voluntary contributions are requested.

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

- Theatre trips, museums and other enrichment activities
- Clubs
- After school clubs

There is no obligation for parents to make any contribution, and no CYP 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.

Where a trip or activity results in a small surplus, this will be retained to offset future visit costs unless the surplus exceeds £10 per CYP, in which case refunds will be issued.

8. Activities the Federation schools charge for

The school will charge for the following activities:

- Residential Accommodation – Board and lodging costs for residential visits (educational elements remain free if they fall within Section 5)
- Theatre tickets
- Taxis to take CYP home after school if a parent fails to pick their child up. If a CYP becomes unwell while at school and needs to go home early parent/carers are responsible for arranging and paying for this. This applies even if the CYP is usually brought in to school via Local Authority commissioned transport services.
- School meals where these are not funded by the CYP home authority or where the CYP does not qualify to receive a free meal.

For regular activities, the charges for each activity will be determined by the Governing Board and reviewed in November each year. Parents will be informed of the charges for the coming year in January each year if there is any change.

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 governing board and will depend on the activity in question.

9.1 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

- If the residential visit receives grant funding

10. Monitoring arrangements

Each School Headteacher /Head of BIS monitors charges and remissions, and ensures these comply with this policy.

The policy will be reviewed by the Full Governing Board every three years.