



Charging and Remissions Policy

Approved by:	Ms Sara Hunt	Date: 14 th January 2023
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The governors will seek to give support for those families in financial difficulty, given the possible budgetary constraints in future years. Parents or guardians who feel that they would be unable to meet the full expenses of a school activity can apply to the school, which may be able to offer assistance. Evidence will be required to support the claim. Students engaging in Post 16 courses may make their own claim if they do not have a parent or guardian to make the claim for them. They may also apply for extra support for books.

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school- paragraph 1.9 (n) of the ‘School Admissions Code 2012’ rules out requests for financial contributions as any part of the admissions process;
- 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
- for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school Schools and local authorities **can** charge for:
 - any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them
 - optional extras
 - music and vocal tuition, in limited circumstances
 - certain early years provision;
 - community facilities.

1 It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g., geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ (e.g., developing teamwork skills).

2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil’s parents.

3 The Education (Charges for Early Years Provision) Regulations 2012

4 The powers to provide community facilities are under s.27(1) of the Education Act 2002



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Optional Extras

Charges may be made for some activities that are known as 'optional extras. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

education provided outside of school time that is not:

- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of 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/governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge



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