Charging and Remissions Policy

Date Written: - January 2017
Reviewed; - May 2025

Date for next review; - May 2027

CHARGING AND REMISSIONS POLICY

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

1. Education Reform Act 1988
2. Education (Prescribed Public Examinations) Regulations 1989
3. Education (Pupils' Attendance Records) Regulations 1991
4. Education Act 1996
5. Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
6. Education Act 2002
7. Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
8. Education and Inspections Act 2006
9. Charges for Music Tuition (England) Regulations 2007
10. School Information (England) Regulations 2008

Under the Education Reform Act 1988 and the Education Act 2002 no charge can be made for education in school hours and that every child has the right to receive free school education.

The Willesborough Schools recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents'/carers ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place within school and mainly during school hours or is an essential part of the curriculum will be provided free of charge.

The Willesborough Schools will ask for voluntary contributions from parents/carers when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will parents/carers be pressurised into making a voluntary contributions.

Refunds can be made if an activity has had to be cancelled or if a child is absent due to illness.

A. **Conditions when charges can and cannot be made:**

The school or local authority cannot charge for:

1. an admission application to any state funded school;
2. education provided during school hours;
3. the supply of materials, books, instruments or other equipment;
4. education provided outside school hours if it is part of the national curriculum;
5. instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme';

6. entry for a prescribed public examination;
7. examination re-sit;
8. transport in connection with an educational visit;
9. transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
10. transporting pupils to other premises to be educated where the governing body or local authority has arranged this;
11. transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

Can charge for:

1. any materials, books, instruments, or equipment if a child's parents/carers wish him/her to own them;
2. vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents/carers;
3. optional extras such as:

education provided outside school hours that is not;

1. part of the national curriculum;
2. part of a syllabus for a prescribed public examination;
3. part of religious education.
4. examination fees if the pupil has not been prepared for the examination at the school;
5. residential board and lodging fees for an educational visit;
6. breakfast and after-school clubs;
7. tea and supervised homework sessions

B. **Voluntary Contributions**

The Willesborough Schools will ask for voluntary contributions from parents/carers that will benefit the school or any school activity.
To help parents with spreading the cost of contributions, we provide a letter that sets out the activities offered across the whole academic year, with their costs. Parents are invited to make contributions as and when they wish prior to the event, via their scopay account.

Parents/Carers will be made aware that:

1. planned activities depend on voluntary contributions for part or all of the cost
2. there is no obligation on them to make voluntary contributions
3. an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions
4. no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay
5. school funds can assist those parents/carers who are unable to pay voluntary contributions due to financial hardship.

C. **Remissions**

The Willesborough Schools will remit any charge wholly or partly if any activity takes place:

1. mostly within school hours or;
2. partly within and partly outside school hours

D. **Refunds**

Refunds will be given if:

1. a child is absent due to illness;
2. an educational visit / school event has been cancelled;
3. contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child.

This policy has been written taking into account our duty and responsibility to establish equality for all students, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age, or beliefs as defined within existing equalities legislation.