



Scholes (Holmfirth) Junior and Infant School

# Charging and Remissions Policy

Approved by:	Date Approved:	Due for review no later than:
Headteacher	April 2023	April 2024

## Introduction

The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge.

The writing of this policy has been informed by the following guidance documents:

- Kirklees Policy: "2017 Kirklees Guidance on Outdoor Learning, Off-site Visits and Adventure Activities 2017.docx": <https://ws.onehub.com/workspaces/392105/files/2320963565>
- National guidance for the management of outdoor learning, off-site visits and learning outside the classroom - <https://oeapng.info/governors/> - specifically the legal framework for charging for school activities: <https://oeapng.info/download/1082/>
- Central Government guidance on charging for school activities: <https://www.gov.uk/government/publications/charging-for-school-activities>
- Council for Learning Outside the Classroom: <http://www.lotc.org.uk/wpcontent/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Local authorities, maintained schools and academies must take account of the law relating to charging for school activities, as set out in sections 449 to 462 of the Education Act 1996.

## General Principles

No charges may be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

### Schools and local authorities must not charge for:

- education provided during school hours.
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- transport provided in connection with an educational visit.

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) but includes, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement'.

### Schools and local authorities may charge for optional extras, which include:

- education provided outside of school time that is not:
  - a) part of the National Curriculum.
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - c) part of religious education.
- board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those which qualify children for Free School Meals).

## Definition of "School Time" and "Non-school Time"

Where an activity or visit takes place partly during and partly outside normal school hours, the Education Act 1996 prescribes a basis for determining whether the activity is deemed to take place either "in" or "out" of school hours. This depends first on whether the venture is residential or nonresidential.

### Single Day (Non-Residential) Activities

A non-residential activity is deemed to take place during school hours if 50% or more of the activity occurs during school hours (including any travelling).

Where less than 50% of the activity falls during school hours, the venture is deemed to take place in non-school time. An example might be an activity that requires pupils to leave school an hour or so earlier during the afternoon and which does not end until late in the evening.

## **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **Voluntary Contributions**

The restrictions on charging do not prohibit the Local Authority or school from seeking voluntary contributions in support of an activity or visit. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute, and students must not be treated differently according to whether or not their parents have made any contribution. It is important to provide written information to Parents. This should explain the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per student which would be required if the activity were to take place. The information should emphasise that there is no obligation to contribute and that no student will be excluded because parents are unwilling or unable to contribute. However, it must be made equally clear whether the activity or visit is likely to be cancelled if there are insufficient contributions.

There is no limit to the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions may be used to subsidise students of lesser means and to pay the travel and accommodation costs of accompanying teachers.

## **Summary of Permissible Charges**

The extent to which charges may be levied is dependent upon the answers to the following questions:

1. Is the activity or visit regarded as a statutory requirement?
2. Is the activity or visit to be held in school time?

If the answer to either question is "yes", the only charges that may be levied relate to the cost of board and lodging. No charges may be levied for either the travel or the educational activities.

If the answer to both questions is "no", the activity or visit is an "optional extra" and the full cost may be levied. However, any charge made in respect of individual pupils must not exceed the actual cost of providing the activity or visit, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

## **Policy Statement for Scholes J&I School**

During the school day all activities that are a necessary part of the Early Years Foundation Stage, National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Participation in any optional extra activity is on the basis of parental choice and willingness to meet any associated charges. Parental agreements are therefore a necessary pre-requisite for the provision of an optional charge where charges will be made

Voluntary contributions will be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participation because their parents/carers cannot or will not make up a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time a non-school based organisation may be invited in to school to arrange an activity during the school day. The school may pass on a proportion or all of the costs of such events to parents/carers however no child will be excluded from the activity if their parents/carers cannot or choose not to pay/contribute.

### **Optional activities outside of the school day**

We may charge for optional, extracurricular activities provided outside of the school day, e.g. after school activities run by staff not employed at the school. Such activities are not part of the Foundation Stage/National Curriculum or religious education nor are they a part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance and may subsidise or use pupil premium funds to allow pupils to have access to the activity.

### **Charges for Residential Visits**

The school is not able to fund residential trips from the normal school budget and, consequently, contributions will be necessary for residential trips.

All parents will be asked to contribute but the headteacher will inform parents/carers in receipt of eligible benefits that there is support available to them.

Children of parents/carers who are unable, or unwilling, to contribute will not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, and there is no alternative method to make up the shortfall, then the school will cancel the visit.

Parents/carers will be made aware of a possible cancellation to the visit if insufficient voluntary contributions are received from the outset.

### **Calculating charges**

Charges made for any activity, whether during or outside of the school day, will be based on the actual costs incurred including travel & insurance divided by the total number of pupils participating.

### **Music tuition**

Charges are made by Kirklees Music School for pupils receiving 1:1 or small group tuition. Musically gifted pupils can be put forward for Kirklees Musical School scholarships to support with payments.

### **Charging made as a means of raising funds**

The school may make a small charge to parents attending evening musical or drama performances as a way of generating funds for specific projects. The headteacher in consultation with the leadership team will set the price for the tickets.

The school may also make a charge to parents/carers for the purchasing of their child's published work e.g. Christmas cards, as means of generating funds for specific projects.

Charges will be made for individual, class, group photographs taken by professional photographers on/near school premises. This will generate a small income for school which will go towards specific projects.

Parents/ carers will be informed of the projects the money raised has funded.

### **Exemption from charging**

Parents/carers in receipt of eligible benefits will be exempt from being charged for school activities. Eligible benefits are those which enable parents/carers to access Free School Meals funding for their children.

### **Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply this policy. The Governors will review this policy annually.