



**METROPOLITAN BOROUGH OF CALDERDALE**  
**Woodhouse Primary School**  
**Daisy Road, Brighouse, West Yorkshire. HD6 3SX**

Tel: 01484 714750

Fax: 01484 720347

Email: [admin@woodhouse.calderdale.sch.uk](mailto:admin@woodhouse.calderdale.sch.uk)

Headteacher: Mrs Lynn Daveney

Deputy Headteacher: Mrs Anne Crane

**MANAGEMENT AND GOVERNANCE DOCUMENTATION**  
**CHARGING AND REMISSIONS POLICY**

	Date	Chair of Governors	Headteacher
Adopted	November 2010		
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# MANAGEMENT AND GOVERNANCE DOCUMENTATION

## CHARGING AND REMISSIONS POLICY – NOVEMBER 2017

### 1. Introduction to the Charging and Remissions Policy

The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law. Within this policy statement, the governing body has considered each type of activity that can be charged for within the law, and has explained when charges will be made. Where a charge is to be made for a particular type of activity, for example board and lodgings on residential visits, parents will be informed as to how the charge has been worked out and who might qualify for help with the cost (or even get it free).

This policy sets out the circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

No charges or contributions can be asked for by the school unless the governing body 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. This policy and guidance sets out where and where not charges and contributions may be made or asked for along with details of the support available for some families in receipt of certain benefits.

### 2. Rationale

The purpose of this policy is to provide all staff with clear guidance so that when planning enrichment, staff are confident that they are following the procedures agreed by the governing body and that these procedures meet the requirements of the law. This policy is available to parents on request.

### 3. Aims of the charging and remissions policy

As inclusive learning is key to our educational practice, it is vital that all staff work to the same procedures and provide positive support and information for families without stigmatisation or discrimination.

### 4. Guidelines

#### 4.1 School governing bodies and local authorities cannot charge for:

- an admission application to any state funded school;
- 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<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at
- instrumental or vocal tuition for pupils learning individually, or in groups, unless the

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<sup>1</sup> 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).

- tuition is provided at the request of the pupil's parent;
- the school, or part of religious education;
- 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<sup>2</sup>.

#### **4.2 School governing bodies and local authorities can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras ; and
- music and vocal tuition, in limited circumstances (see page 5).
- Certain early years provisions<sup>3</sup>
- Community facilities <sup>4</sup>

#### **4.3 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.

#### **At Woodhouse it has been agreed that the school may charge for:**

- education provided that is not:
  - a) part of the National Curriculum such as swimming in the reception year;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (eg breakfast club, after-school clubs, supervised homework sessions)

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;
- 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

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<sup>2</sup> 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.

<sup>3</sup> The Education (Charges for Early Years Provision) Regulations 2012

<sup>4</sup> The powers to provide community facilities are under s.27(1) of the Education Act

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.

Furthermore 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 pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

#### **4.4 Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body have agreed that the school should make this clear to parents at the outset. All information provided for parents, verbal or in writing, **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Where there is to be some restriction on the number of places on a school visit, the member of staff organising the visit must discuss the method of allocating places with the Headteacher and make it clear to parents at the outset as to how this will be done. The method must not contravene the Disability and Discrimination Act or the Equality Act.

When making requests for voluntary contributions parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. The school will not use colour coded letters to parents as a reminder to make payments. The school will not send direct debit or standing order mandates to parents when requesting contributions.

#### **4.5 Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

#### **4.6 Transport**

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Guidance on school travel can be found on the DfE website

#### **4.7 Residential Visits**

The school **cannot** and will not charge for:

- 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 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **can** and will charge for:

- board and lodging yet the charge will not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 the sum given in the Revenue and Custom rules
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;

#### **4.8 Categories at Woodhouse**

### ***School based enrichment activities within the school day***

All these activities will carry no compulsory charge. However, where requests to parents for contributions are made, the request will make clear that any contributions are voluntary. No pupils will be excluded on the grounds of non-contribution.  
eg Travelling theatres

### ***Enrichment activities beyond the school day***

Where these activities are optional extras, they may carry a compulsory charge. On occasions a profit may be made.  
eg Concerts, ballroom dancing, gym displays, discos.

### ***Off-site enrichment activities within the school day***

The Governing Body recognises the educational value of children participating in educational visits. It is school policy, therefore, to seek voluntary contributions from parents to cover the total costs of such visits providing that the terms of any request make it clear that:

- i. There is no legal obligation to contribute;
- ii. Pupils will all be treated equally regardless of their parents' contribution;
- iii. Visits are dependent on sufficient funds being available.

### ***Residential activity taking place largely during school time***

Charges will be made for board and lodgings except for pupils whose parents are receiving the benefits listed in paragraph 4.5 above. The Head is responsible for informing all parents of the right to claim free activities if they are able to prove they are receiving these benefits. It is school policy to seek voluntary contributions from parents to cover other costs providing that the terms of any request make it clear that:

- i. There is no legal obligation to contribute;
- ii. Pupils will all be treated equally regardless of their parents contribution;
- iii. Visits are dependent on sufficient funds being available.

## **4.9 Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

## **4.10 Non-residential activities**

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.

## **4.11 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.

### **5. Roles and Responsibilities**

Every enrichment activity regardless of category will have a named party leader who will calculate the costs involved alongside the school bursar. These costs will be discussed with the management of the school. The guidelines provided within this policy will be adhered to in all circumstances.

The Headteacher in consultation with the Chair of Governors will make authorisation of any remission.

### **6. Success Criteria**

Appropriate staff aware of procedures for charges and remissions;

### **7. Equal Opportunities and Inclusion**

The school is committed to working towards equality of opportunity in all aspects of school life. Our aim is to ensure that no child is discriminated against by being treated less favourably or by failure of staff to make reasonable adjustments to in recognition of pupils’ needs and abilities.

### **8. Review framework**

The policy should be reviewed annually in November by the Governing body (or sooner in the event of revised legislation or guidance) in relation to the aims and content of other school policies such as:

- Accessibility Policy
- Educational Visits policy
- Inclusion Policy
- Single Equality Scheme