



Fen Ditton C. P. School

POLICY ON CHARGING AND REMISSIONS

Policy Review Schedule	
Last Updated	Next Planned Review and Update
05.12.16	08.12.17
Governor Signature:	

Introduction

This policy is based on the Education Reform Act 1998 and Sections 449-462 of the Education Act 1996 that set out the law on charging for school activities in schools maintained by the local authorities in England. It is implemented by the Headteacher and Governing Body.

Schools cannot charge for:

- 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, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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.

While there is no charge for school time activities, parents and carers may be invited to make voluntary contributions (in cash or kind) and be shown the level of contribution required to cover the cost of the trip. It is also acceptable to make a statement that a visit may not go ahead if parents are unwilling to contribute and if an activity cannot be funded without voluntary contributions this should be made clear to parents at the outset.

No pupil will be excluded from an activity if his or her parents cannot or will not make a contribution of any kind. The school will make it clear from the outset what the policy for allocating places on a school trip or activity will be.

The school or PTFA may decide to support an activity from general funds or specific fund raising events.

A charge may be made for external activities not organised by the school or the local authority.

The following activities Fen Ditton School can and may charge for:

Music/vocal tuition - provided it is not part of the national Curriculum or a prescribed public examination.

Materials - any materials, books, instruments or equipment where the child's parent wishes him/her to own them or the finished product made with them.

Optional extras:

- Education provided outside of school time that is not part of the National Curriculum, an examination syllabus or a statutory religious education activity.
- Transport that is not required to take the pupil to school, or to other premises where education has been provided for the pupil
- Any materials, books, instruments or equipment provided in connection with the optional extra
- Teaching staff engaged under contracts for services purely to provide an optional extra
- Music tuition to cover cost of teaching staff employed and where the tuition is an optional extra
- Board and lodging for a pupil on a residential trip
- 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.

Breakages or damage to school property as a result of misbehaviour.

Non-residential activities

- If 50% or more of the period spent on the activity occurs during school hours, the activity is deemed to take place in school time.
- Where less than 50% of the period spent on the activity falls during school hours, the activity is deemed to take place out of school hours and may be considered as an optional extra.
- Time spent on travel counts in this calculation if the travel itself occurs during school hours.
- School hours do not include lunch break.

Residential Activities

- This is based on the number of half days taken up by the activity in relation to the number of school sessions (a half day is any period of 12 hours ending at 12.00 or 24.00 hours).
- Where 6 or more hours of a half day are spent on the visit the whole half day counts.
- If the number of school sessions missed by the pupil is less than 50% of the number of half days taken up by the activity, then the visit is deemed to take place out of school hours, and may be classed as an optional extra.
- Board and lodging can be charged for, but the charge must not exceed the actual cost.

When parents are informed about a forthcoming trip, it must make it clear that parents who can prove they are in receipt of the following benefits will be exempt from charges for the cost of board and lodging but may still be asked to contribute voluntarily:

- 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 current thresholds.
- The guarantee element of State Pension Credit.

Remissions

Any charge may be remitted in full, if the family is in receipt of family credit or income support and applies for remission the Headteacher (or in cases of hardship at the discretion of the governing body).

The Headteacher should advise all parents that anyone in receipt of family credit or income support is entitled to claim remission and that the activity may not take place if parents are reluctant to support it.