



# **Governors Charging & Remissions Policy**

**September  
2023**

# CHARGING FOR SCHOOL ACTIVITIES

## Introduction

This document sets out our policy on charging and remission for school activities and school trips.

This policy has been written taking into account the Governors Guide to the Law Section 16 and Sections 449- 462 of the Education Act 1996 which set out the law on charging for school activities in schools in England. School will refer to the DfE document ‘ Charging for School Policies’ October 2014.

## Education

At Sutton Oak C.E Primary School we do not 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 a statutory 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 compulsory religious education; tuition for pupils learning to play musical instruments if the tuition is required as part of the statutory 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 (with the exception of ‘optional extras’ referred to in this document);

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.

We may charge for:

any materials, books, instruments, or equipment, where the child’s parent wishes the child to own them;

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optional extras/ voluntary enrichment;

music and vocal tuition/ voluntary enrichment, in limited circumstances

## **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. The following is a list of examples of additional activities organised by the school which require voluntary contributions for parents. This list is not exhaustive – visits to museums, sporting activities which require transport expenses, outdoor adventure activities, visits to theatres, musical events etc.

### **Optional extras are:**

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; or c) part of religious education.

transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education; board and lodging for a pupil on a residential trip;

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, this includes supply teachers engaged specifically to provide the optional extra; the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra (voluntary enrichment).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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 will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils 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.

### **Free Of Charge Activities**

Some activities are provided free of charge during the day, after school and in the holidays. Where this is the case individual activity letters will clearly state this.

In case of free of charge leases/lettings documents will clearly state this.

### **Voluntary Contributions**

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution. It is also important to note that no child will be excluded from an activity simply because his parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a trip, then school can take the decision to cancel the trip.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

### **Residential Trips**

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School offers pupils the opportunity to attend an adventure activity weekend. This is classed as an optional extra (voluntary enrichment) and a charge is made for board, insurance, lodgings and transport. School will not exceed the actual cost.

School will not charge for:-

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

## **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges are only made if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

## **Transport**

Schools will not 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 education authority has arranged for pupils to be educated;  
transport provided in connection with an educational trip.

School will however request a voluntary contribution for transport if the activity is an optional extra (voluntary enrichment). Can charge for:

any other transport if the activity is an optional extra (voluntary enrichment).

## **Remissions Policy**

The Governing Body may remit (wholly or partly) any charge which would otherwise be payable to school in accordance with this 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.)

## **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.

## **Swimming**

There is a no charge for additional services the school chooses to hire for this activity.

## **Nursery Wrap Around Care Club**

Charges are made for pupils who access the above club. This club does not form part of the school's delegated budget and is self funding.

## **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

**Date: September 2023**

**Signed: Alice Edgerton (Chair of Governors)**

