




# Charging and Remissions Policy

<b>Governor Committee Responsible:</b>	Finlay Community Combined Committee	<b>Staff Lead(s):</b>	Alison Croft
<b>Status</b> <i>(Statutory / Advisory)</i>	Statutory	<b>Review Cycle</b>	Annually
<b>Last Review</b>	September 2024	<b>Next Review Date</b>	September 2025
<b>Chair of Governors</b>	Daniel Gillingham Daniel Gillingham ( <a href="mailto:chair@chfcfederation.gloucs.sch.uk">chair@chfcfederation.gloucs.sch.uk</a> )		

## **INTRODUCTION**

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the Finlay Community Combined Committee of CHFC Federation Governing Body.

Finlay Community School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and Finlay Community School endorses this principle and is committed to upholding the legal requirements.

We recognise, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The schools' concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

## **AIMS**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **LEGISLATION AND GUIDANCE**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts

## **DEFINITIONS**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **ROLES AND RESPONSIBILITIES**

### **The Governing Board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### **Headteacher**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and it is being applied consistently

## **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

## **SITUATIONS WHERE CHARGES CANNOT BE MADE**

No charges will be made for the following activities:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Education provided on any visit that takes place during school hours
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Transporting registered pupils to and from school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided in connection with an educational visit
- Supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential trip;
- Swimming lessons

## **VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be sought from parents in support of the above. These contributions must be genuinely voluntary. It is a statutory requirement that the terms of any request make it clear that:

- There is no obligation to contribute
- Pupils will not be treated differently according to whether or not their parents have contributed.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **ACTIVITIES WHERE CHARGES MAY BE MADE**

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Music and vocal tuition, in limited circumstances (see music tuition);
- Certain early year's provision
- Deliberate damage by a pupil to school property
- Optional extras

## OPTIONAL EXTRAS

Finlay Community School are able to charge for activities known as 'optional extras'. In these cases, we can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs). Fees for breakfast club are £2.75 per child per day and are expected to be paid in advance either weekly or termly. If the Parent Pay account sits at £0 or debit balance, Finlay Community School reserve the right to refuse entry to the Club and the pupil will lose their place.

When 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 (including 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 optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

## MUSIC TUITION

Finlay Community School will charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

## SCHOOL MEALS

Parents must pay at the end of each week for school meals using the method of payment outlined below:

- ParentPay

Should a meal be taken that has not been paid for, the school will initially assume that a parent had forgotten and will be reminded either by text message, email, or telephone.

Should meals be taken for 1 week without payment, the school will make contact with the parent to inform them that regrettably no further meals can be taken unless payment is forthcoming.

## RESIDENTIAL VISITS

Finlay Community School can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## REFUNDS

Refunds will be made in the following incidences:

- Overpayment of more than £5.00 per pupil;
- Pupils who withdraw from an activity due to medical reasons with supporting evidence;
- Refunds will not be made where a deposit is required to secure a service



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