



THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

Policy for Charging and Remissions



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Article 28 (right to education) 'Every child has the right to an education.'

Article 29 (goals of education) 'Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.'

1. Governing Body Statement

The Governing Body believes that every child should have access to an enriched curriculum experience at Admiral Lord Nelson School. Budgetary constraints require voluntary contributions to aid these experiences, but Governors are committed to ensuring that no child is disadvantaged as a result of its charging policy.

2. 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 449-462 of which set out the law on charging for school activities in England. This policy complies with our funding agreement and articles of association.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and Responsibilities

The Local Governing Body has overall responsibility for approving the charging and remissions policy; it delegates the responsibility for monitoring its implementation to the Link Governor for the Personal Development Curriculum.

The Executive Headteacher is responsible for ensuring all staff are familiar with the charging and remissions policy and that it is being applied consistently.

Staff are responsible for implementing this policy consistently and notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The school will provide staff with appropriate training as required to support the consistent application of this policy.

5. Where Charges Cannot Be Made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
 - Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
 - Entry for a prescribed public examination if the student has been prepared for it at the school
 - Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

6. Where Charges Can Be Made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes them to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 student is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the governing body has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 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 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 which is to be charged for.

6.3 Music tuition

- Schools can 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.
- 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
- 6.4 Residential visits
- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

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

8. Activities That We Charge For

The school will charge for the following activities or will require the costs to be met by parents:

8.1 Trips

Where extended trips are arranged, charges will be made for board and lodging. The school will endeavour to provide assistance where parents are in receipt of income support or family credit.

8.2 Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

If a student is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

8.3 Music Tuition

Music tuition is provided by specialist Instrumental Music Teachers for all students who are interested in taking up this opportunity; parents are requested to contribute for each lesson. Bursaries are available on application to assist students from families with low incomes.

8.4 Work Experience

Travel by students in connection with their chosen Work Experience placements will be at the students' own expense. Parents will always be advised by the school to select a work experience placement for their child where they can support their child's travel to and from that workplace.

8.5 Design Lessons

Charges in respect of materials for Technology or Art and Design lessons will not be made unless parents have agreed in advance to purchase the finished article(s). However, voluntary contributions may sometimes be invited, whether in money or materials.

8.6 Lettings

The school will make its facilities available to community users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Governing Body.

8.7 Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

8.8 Damage

Charges will be made where damage is the direct result of student misbehaviour.

Examples include but are not limited to:

- the cost of replacing defaced, damaged or lost books and equipment
- the cost of repairing damage to school facilities such as broken windows.

9. Remission

When evidence arises of hardship for a student, the Executive Headteacher will always consider remission of any charges over and above statutory remissions.

10. Monitoring Arrangements

The Deputy Headteacher: School Continuity, Wellbeing and Safety monitors charging and remissions and ensures that these comply with this policy under scrutiny by the link Governor for the Personal Development Curriculum. This policy is reviewed by the Executive Headteacher annually. At every review, the policy will be approved by the Local Governing Body.