



# The Southfield Trust

## Charging and Remissions Policy

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### **Introduction**

This policy has been formulated in accordance with the Local Authority's guidance on Charging for School Activities. The purpose of this document is to help the Executive Headteacher and Governing Body set out their policy on charging and remission for school activities and school visits.

***Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Further information is given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).***

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body are responsible for determining the content of the policy and the Executive Head teacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Head teacher and Governing Body.

### **Prohibition of Charges**

The Trustees of Southfield Academy recognise that the legislation prohibits charges for the following:

- 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/student is being prepared for at the school, or part of religious education
- tuition for pupils/students 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/student is being prepared for at the school, or part of religious education
- 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
- education provided on any trip that takes place during school hours;
- education provided on any trip 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/student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils/students on a residential trip;
- transporting registered pupils/students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils/students to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a student to meet an examination requirement when she/he has been prepared for that examination at the school;

- transport provided in connection with an educational trip.

### **Publication of information**

This policy can be found on the Southfield Academy website which is available for parents to view.

### **Charges**

The Academy reserves the right to charge for

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for travel, materials and equipment and entrance fees.
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused willfully or negligently by pupils/ students
- (f) extra-curricular activities and school clubs.

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- 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
- the guarantee element of State Pension Credit

### **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 may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupils/ students, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours
- 'mufti' days
- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

The maximum voluntary contribution asked for on any one occasion will be £5.00. The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Executive Headteacher.

Voluntary contributions will be used for:

- contributions to charities
- to ensure that educational visits continue to enrich the curriculum