



Bracken Hill School

Charging and Remissions Policy

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Policy Type: Whole School

This policy is reviewed biennially to ensure compliance with current regulations

The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.

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 of which set out the law on charging for school activities in England. It is 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 Body

The governing body 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 that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the 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 in relation to this policy and its implementation.

Charging Guidelines

1. Education during school hours

The Governors will not charge for admission to the school, all pupils are admitted to the school through the Local Authority. Each pupil has an EHC Plan which is prepared by the Local Authority and actioned by the school.

All materials, equipment and transport provided within school hours by the school, as timetabled activities are free to all the pupils.

2. Individual Instrumental Tuition

Charges will be made to Parents/Carers for any individual or group of pupils who are taught to play a musical instrument if this tuition is not an essential part of the National Curriculum or set examination work.

3. Voluntary Contributions

Parents/Carers will be invited to make voluntary contributions to make school funds go further. Parents/Carers will be informed at the planning stage of the likelihood of any planned activity not taking place should school funds with voluntary contributions not meet the cost of such an activity. No pupil will be left out of an activity because their parent/carer cannot make a voluntary contribution.

4. Activities not run by the School or Local Authority

When a non-school organisation arranges an activity to take place during school hours and Parents/Carers want their child to take part, such organisations may charge the parent/carer. Parents/Carers must then ask for the school to agree to their child being absent. Parents/Carers are reminded this will only be granted in exceptional circumstances.

5. Education outside of school hours

Parents/Carers will only be charged for activities that happen outside of school when they are not a necessary part of the National Curriculum or Religious Education. No charges will be made for essential set examination work or which is part of a syllabus. Charges will be made for other activities that happen outside of school hours if Parents/Carers agree to pay. This will be in line with the Education Reform Act (1998). Charges will be made to Parents/Carers for extending the school day in line with the real costs encountered.

6. School Minibuses

Only the school's pupils/students, staff or Parents/Carers may travel on the school's minibuses. The school will not charge for any cross-site travel between educational establishments where courses are planned by the school and from part of a timetabled day. Charges will be made for school visits (extended or day visits) which will be costed to recover the cost of any journey undertaken.

7. Charging

Parents/Carers will be assured that all activities will be planned and costed to meet the actual cost of that activity.

Parents/Carers may be requested to make a voluntary contribution towards exceptional costs for:

- Cookery (Food Technology)
- After School Club
- Life Skills (Post 16)

- Residential Visits
- Extracurricular Travel

Parents/Carers will not be charged for their pupil's entry into public examinations, which include GCSEs, Entry Level Certificates or job-related qualifications.

Parents/Carers will be charged if the student fails without good reason to complete the requirements of any public examination or enrolls to sit an examination without the school's express consent.

Parents/Carers will be assured that the school will plan and cost activities fairly but reserve the right to cancel any event if costs cannot be met.

Parents/Carers will be assured that in the event of an activity being fully sponsored by a benefactor no cost will be levied

Damages and breakages

If a pupil is responsible for non-accidental damage to school property (such as, books, equipment, windows etc.) the parent/carer will be responsible for paying for the cost of the repair or replacement.

Remissions

In some circumstances, the school may not charge for items or activities set out above. This will be at the discretion of the governing board and will depend on the activity in question.

This policy will be reviewed biennially.