



The South West Durham  
**LEARNING FEDERATION**

**Charging and Remissions Policy**

<b>Approved by:</b>	Finance Committee	<b>Date:</b> 19 <sup>th</sup> March 2018
<b>Signed by:</b>	(Chair)	
<b>Last reviewed on:</b>	January 2018	
<b>Next review due by:</b>	Spring 2019	

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

This policy has been informed by the DFE's

[“Charging for school activities. Departmental advice for governing bodies, school leaders, school staff and local authorities.”](#)

## **1 Introduction**

1.1 The education we provide during normal school hours is at no charge to pupils and their families. We do not charge for any activity undertaken as part of the National Curriculum.

## **2 Voluntary contributions**

2.1 When organising school trips, visitors or visits to enrich the curriculum and the educational experience of the learners, the school invites parents/carers to contribute to the cost. All contributions are voluntary. When making requests for voluntary contributions, parents/carers will not be made to feel pressurised into paying. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include learners whose parents/carers have not paid any contribution. We do not treat these learners differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the learner to participate fully in the trip or activity. Sometimes the school may pay additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded, and the school will provide this information on request.

2.3 The following is a list of additional activities as outlined, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- education provided outside of school time that is not:
- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- Some extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Reward Trips
- Some design and technology costs for materials and ingredients

2.4 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.

### **3 Residential visits**

- 3.1 If the school organises a residential visit in school time, or weekends we suggest a subsidised charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

### **4 Music tuition**

- 4.1 Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum. No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

- 4.2 There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by county peripatetic music teachers. A contract between the County Music Service and individuals parents /carers is then issued. There is a cost for such tuition which is charged directly to parents from the County Peripatetic Music Service. School does not enter into this contract other than to give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

- 5.1 The school organises swimming lessons for pupils as part of their curriculum entitlement. These take place in school time. We make no charge for this activity. We inform parents when these lessons are to take place.

### **6 Residential visits**

- 6.1 The school will not charge for:

- 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, 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;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

- 6.2 The school may charge for:

- board and lodging, however the charge will not exceed the actual cost.

6.3 When school informs parents about a forthcoming visit, we will include information for parents that those who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- 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 and the the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

## **7 Transport**

7.1 Schools cannot 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 authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## **8 Monitoring and review**

8.1 This policy is monitored annually by the Finance Committee of the Governing Body.

Brian Walker/Susan Wilson

January 2018