



CHARGING AND REMISSIONS POLICY

Archibald First School

1. 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 be made

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.

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

4.1 The governing board

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Premises committee.

4.2 Headteachers

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

4.3 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.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Charges

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

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6. Voluntary contributions

As an exemption to point 5, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- visits to museums;
 - sporting activities which require transport expenses;
 - visits to the theatre;
 - school trips abroad;
 - residential visits (board and lodgings);
 - musical events.
- a. When organising school visits or visitors which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the expenses for these. School, and the PTFA, often pay towards the overall costs.
 - b. Parents have a right to know how each trip is funded. The school can provide this information on request whilst costs are often detailed in the written communication.
 - c. Payment for trips and visits is made using Parent Pay, details can be obtained from main school office. Pupils who are eligible for free school meals will not be asked to make a financial contribution to any enrichment activities.
 - d. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, visits and activities cannot go ahead and school will have to cancel any arrangements.
 - e. If a trip goes ahead, it may include children whose parents have not paid any contribution due to being unwilling or unable to make a voluntary contribution. We always allow the children to participate fully and we do not treat these children differently from any others.

7. Parents in Receipt of Free School Meals

Parents and carers who are currently in receipt of Free School Meals will be exempt from paying the cost towards educational visits.

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8. Music tuition

- a. All children study music as part of the normal school curriculum (*National Curriculum Music programme of study). We do not charge for this.
- b. There is a charge for individual or group music tuition if this is not part of the National Curriculum and the tuition is provided at the request of the pupil's parent. The peripatetic music teachers teach individual or small group lessons.

9. Swimming

- a. The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum (Physical Education programme of study). We make no charge for this activity.

10. Monitoring and Review

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Charging Policy regularly. The Charging and Remissions Policy will be formally reviewed by the Finance Committee annually.

Date of last review: Summer 2022

Date of next review: Summer 2023