



CHARGING & REMISSIONS POLICY

Information sources include: -

Charging for school activities: DfE 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Financial Handbook: Hertfordshire County Council 2017

Ratified by Governors (Resources) November 2023

Review date

November 2025

This policy is applicable to both School and REP

The Governors declare that in keeping with the Education Act of 1996 it is their policy: -

To not levy:

- Charges in respect of paper, books, materials, equipment and instruments provided in connection with the school curriculum except where parents wish for the child to own them.
- Charges for entries to public examinations when part of the school curriculum except where
 1. the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
 2. the cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
 3. the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
 4. the cost of any scrutiny of examination results if so requested by parents

To request costs:

- For school meals¹
School meals are invoiced termly.
If invoices are not paid within the determined period: -
Debtors will be chased. Failure to pay may incur legal action.
- For educational visits. There is no obligation for parents to contribute and no pupil in a group would be omitted from the visit. However, at times it will be necessary to have substantial voluntary parental contributions in order for the trip to take place. The decision to proceed or cancel a trip is at the discretion of the Headteacher.
- Board and lodgings for students on residential trips that are part of the curriculum is at the Heads discretion.
- For costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum as regulated for in the Charge for Music Tuition (England) Regulations.
- For costs for any optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such

¹ September 2023: Primary £2.50 Secondary £3.00

participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made.

- For paper, books, materials, equipment and instruments provided in connection with the school curriculum that are not essential, are not a requirement and are an optional extra.
- Extended day services.
- Certain early years provisions may be charged where the charging for school activities allows at the schools discretion.
- In calculating the cost of optional extras an amount may be included in relation to:
 1. any materials, books, instruments, or equipment provided in connection with the optional extra;
 2. the cost of buildings and accommodation;
 3. non-teaching staff;
 4. teaching staff engaged under contracts for services purely to provide an optional extra.

This includes supply teachers engaged specifically to provide the optional extra; and 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 will not exceed the actual cost of the optional extra divided by the number of students.

Note:

- To leave to the Headteacher's discretion the proportion of costs of an activity that should be charged to public or non-public funds.
- To delegate the determination of any individual case arising from the implementation of this policy to the Chair of Governors and to the Headteacher.