



Policy	Charging & Remission
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Committee	Date of Ratification	Review Date/term	Staff Responsible	Circulation
F&R	Spring 2022	Spring 2024	Operations Director	Shared staff Website

The school has a detailed Risk Register which the Governing Body uses to monitor and measure the impact of its decisions as well as informing its planning.

The Risk Register also includes the School's Policy Statement for Risk and Opportunity Management.

To ensure that Risk Management permeates the working of the Governing Body, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the "likeliness" and "impact" level for the appropriate risks.

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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. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

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 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 body also has overall responsibility for monitoring the implementation of this policy.

At Orleans Park, the responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee.

At Orleans Park, monitoring the implementation of this policy has been delegated to the Finance and Resources Committee.

4.2 The Headteacher

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

Our 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 Operations Director will provide staff with information 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. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- 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

5.2 Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit**.

5.3 Residential visits

- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Examination entry fee(s):
 - if the registered student has not been prepared for the examination(s) at the school
 - the student is absent from the examination without a Doctor's certificate
 - Parents/carers request a review of marking which is not supported by the school (further details can be found in the examinations policy section of the assessment and reporting policy)
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body has arranged for the student to be provided with education)
- ****Transport** - A charge for transport can be made if the trip is not a requirement of an examination course and also falls outside of the normal school day. For example, a cultural or sporting event for a group of students to a London venue might mean the return journey falls outside the hours when students would normally be able to travel free on the TfL School Party Travel scheme (Off Peak hours only 9.30am to 4.30pm). In this case a charge for transport could be made
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 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 made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a student who is looked after by a local authority.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: School trips/visits; Educational Workshops run by external agencies.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

Sports Clubs which use external coaches e.g. Volleyball, Football. The charges are to cover the cost of hiring the sports coaches.

For regular activities, the charges for each activity will be noted by the governing body and reviewed in July each year. Parents will be informed of the charges once they are confirmed in September.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

9.1 Remissions for residential visits

The school will consider subsidies for:

- The cost of school trips for disadvantaged Free School Meals (FSM) & Pupil Premium (PP) students or where their family is in receipt of family tax credits
- This will include one UK based residential trip per student per year and three additional UK based day trips per student per year

1. Subsidies for residential trips would be given to those who **currently** are eligible for FSM at a typical discount of 70%.
2. Any PP student (FSM at some point in the last 6 years) will be considered for subsidy at a typical discount of 30%.
3. Or those whose parents/carers can prove family tax credits will be considered for subsidy at a typical discount of 30%.

If a student is in receipt of a bursary, it is expected that, in the Sixth Form, this will be used for the cost of the residential activity.

10. Uniform

Orleans Park will consider applications for funding on a case by case basis, to a maximum of £40 worth of vouchers for Stevenson's School Uniform Outfitters. We will consider contributing to the purchase of school shoes on a case by case basis. Please can you put

any requests in writing to Craig Weightman, Operations Director (cweightman@orleanspark.school).

If your child is currently eligible for FSM, please write to the relevant Head of Year to request a uniform grant. There is no need to provide any additional information.

11. Monitoring arrangements

The Support Services Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Support Services Manager every two years. At every review, the policy will be approved by the Finance and Resources Committee.