



NEWBOLD SCHOOL

CHARGING AND REMISSIONS POLICY

*Reviewed September, 2023 by Mrs J Crissey & Mrs Jennings
Ratified: Autumn Term, 2023 by Newbold School Board of Governors.
Next Review: Autumn Term 2026*

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 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

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) and 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 board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

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, school secretary 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 we **cannot** charge for:

5.1 Education - We are a fee paying school.

Education provided outside school hours, at the request of staff, in order to help preparations for important events. Examples can include:

Instrumental, vocal tuition, rehearsals for pupils (extra rehearsals at the request of the staff) unless the tuition is provided at the request of the pupil's parent

5.2 Residential visits

Parents / volunteers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education - We are a fee paying school from Reception to year 6.

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision (inc voluntary contributions, non-funded hours etc)

Community facilities

A refundable deposit to secure an offered place in our preschool class (F1)

An administration fee for children of statutory school age to secure their school place.

6.2 Optional extras

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

School lunches (a school meal is chargeable, but there is an option for parents to provide a packed lunch instead)

Transport (booked coaches for school trips)

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils, such as:

Breakfast clubs, after-school clubs.

Special Days such as mufti days, raising money for a charity

Food supplied for special events, such as International days, Christmas lunch

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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

We may reserve the right to provide a surcharge to cover incidentals in terms of the provision e.g. pension, insurance, etc.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are 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 pupils 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

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges cannot be made:

If the teaching is an essential part of the National Curriculum

For a pupil 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 which would not otherwise be possible. This is asked for from our Early Years funded families (and is voluntary).

Some activities for which the school may ask parents for voluntary contributions include:

school trips, mufti days, charity events,

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

After-school clubs - If outside instructors lead the club, charges will be set by their company and may be at a higher rate than we charged for school-run clubs . The total will be divided between the number of participants and a minimum number of participants are required.

School lunches - Newbold College supplies this service and we inform parents of the set fee, as dictated by Newbold College. A minimum number of participants are required for this service to continue.

School trips - The cost is calculated based on the coach fee (if needed) and cost of the event/visit. The total cost per child will be calculated based on the number of participants.

For regular activities, the charges for each activity will be determined by the Head Teacher and regularly reviewed. Parents will be informed of the charges - the term before it commences.

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 board or Head Teacher and will depend on the activity in question.

10. Monitoring arrangements

The Head Teacher, bursar and deputy bursar monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the Senior Leadership Team every year

At every review, the policy will be approved by the governing board.