Charging and Remission Policy

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Name and Title of Author:	Mrs C Isitt
Name of Responsible Committee/Individual:	Howden Junior School Senior Leadership Team
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1. **Aims**

In conformity with the requirements of the Education Reform Act 1996, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities. Curriculum costs will be kept to a minimum.

2. Curriculum Activities

The school should:

- Ensure that no charge is levied for any activities which form a part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

- Levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (see section on **Statutory Remission**).

- Levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product. E.g. in practical subjects such as Design, Food and Textiles Technology.

In some circumstances, pupil premium or sports premium funding could be used to support activities.

Voluntary contributions may be requested for visits and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. Pupils who are entitled to free school meals may pick up a packed lunch from the school before setting out on the visit.

The cost of visits that take place mainly out of school hours are to be met by pupils and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. The governors will assist with charges for board and lodging for pupils whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of hours but is:

- On the syllabus of a prescribed examination
- A Curriculum requirement (e.g. Geography Field visit)
- To fulfil statutory duties relating to religious education

Library Charges

At present should a library book or DVD be lost, the responsibility is with the pupils and parent/carer to replace. Missing items will be charged for in full.

Books and Equipment

The school will levy a small charge for lost exercise books or damaged equipment. Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

Music Tuition

The school will ask parents/carers to make a contribution of £150 per year (£50 per term) per instrument towards the cost of any instrumental tuition. The cost of receiving music tuition lessons is subsidised by the School and payment must be received in advance of the start of each term.

A full terms notice is required to cancel music tuition lessons, for example if your child wants to end lessons in the summer term then you must notify the School at the beginning of the spring term otherwise you will be charged for the full summer term.

Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café. Single copies of information covered by this publication are provided free unless stated otherwise in Section 6 of the Education Alliance Freedom of Information Act Publication Scheme. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. All charges will be fair and reasonable.

Private Copying

The school makes charges for personal photocopying and printing:

A4 white single sided 5p	A4 coloured single sided 25p
A4 white double sided 7p	A4 coloured double sided 35p
A3 white single sided 10p	A3 coloured single sided 50p
A3 white double sided 14p	A3 coloured double sided 70p

The school makes additional charges for different paper types:
A4 coloured paper 2p OHP's 40p
A4 coloured card 4p Binding 40p
Laminating – per sheet 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

3. Non-Curricular Activities

The school will levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities. If a pupil withdraws from a trip and a replacement cannot be found, the deposit may not be refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

• No charge made for accidental damage
• 50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules
• 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate

Private Lettings

The school charge for private lettings using the scale of charges as set out by the School, to include VAT where appropriate. Discretion/variation can be allowed at School's discretion.

4. Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit
- Universal Credit (subject to further income testing)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Head of School and complete confidence will be observed in every case.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Appendix 1

THE EDUCATION ACT 1996
THE CHARGING FOR SCHOOL ACTIVITIES

STATEMENT: Under section 449-462 of the Education Act 1996 it sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school . Schools and local

authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision
- community facilities .

Optional extras

Charges may be made for some activities that are known as 'optional extras'. W here an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

a) education provided outside of school time that is not part of the national curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) 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;
- extended day services offered to pupils (for example breakfast club, after- school clubs, tea and supervised homework sessions).

In 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, 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 made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre- requisite for the provision of an optional extra where charges will be made.

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[1] *It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).*

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.