

Charging and remissions policy

Greenhall



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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 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) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 local governing board

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

The local 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 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

- 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 pupil is being prepared for at the school
 - 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

- Transport that enables a pupil 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

6. Where charges can be made

Below we set out what we **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 section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

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:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 or governing board has 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 (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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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 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 pupils who do not wish to participate.

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

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.

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

- Riding for the Disabled (£4.00 per ride)
- School trips e.g. Amerton Farm, Trentham Gardens
- Visits from external people e.g. Toddler Sense, the ice-cream van, Farm on Wheels

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 we charge for

The school will charge for the following activities. This includes charges to use the school facilities

a) Photocopying/laminating

Charge as follows:-

Black and white copy per sheet – **10p**

Colour copy per sheet – **30p**

Laminating – **40p**

b) Phone calls

Charge of **30p per call**

c) Hydrotherapy pool charges

In respect of anyone wishing to hire the pool during normal school opening times a charge of **£50.00** per hour, excluding vat will be made (where applicable).

d) Hire of pool or rooms outside school opening times

This will be chargeable at a rate of **£60** per hour (excluding vat). This is to take account of staffing costs required to open and man the building and extra heating and lighting costs incurred.

e) Hire rooms within school opening times

This will be chargeable at a rate of **£30** per hour, taking into consideration that the caretaker will be on site and therefore no extra costs will be incurred

f) Toy Library

An initial charge of **£5.00** will be payable by all subscribers to the toy library.

g) Outreach and Trainings

Charges made in respect of Greenhall trainings offered to other settings will be set by Greenhall at an appropriate level to cover expenses and any necessary cover.

h) Governor run Nursery – Little Learners

Childcare in Little Learners - See Fees below

Little Learners - Fee Information	Sept 2024
Full Time 7.30am – 6pm Daily (Mon – Fri) Includes breakfast, snack, lunch and tea	£252
Full day 7.30am – 6pm Daily Includes breakfast, snack, lunch and tea	£55
Morning session 7.30am – 1pm Includes breakfast, snack and lunch	£30
Afternoon session 1pm – 6pm Includes snack and tea	£30

Food costs for children attending nursery with funded hours

Snack	£0.45
Breakfast, Lunch, Snack	£3.98
Lunch, Snack	£3.03
Breakfast, Lunch, Tea, Snack	£6.08
Tea	£2.10
Wraparound hour in addition to funded hours (per hour)	£5.50
Late Collection fee – Parents not collecting their child by 6pm will be charged a rate of £15 per half hour or part thereof.	£16.00 per half hour
Late Payment of fees	£27.00

i) School lunches / snacks / teas

Costs are determined by the catering provider, AIP Catering. This is currently £2.58 for lunch and £2.10 for tea.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in November each year.

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 and will depend on the activity in question.

Any child eligible for free school meals will not be charged for a school lunch. This is in line with government policy.

10. Monitoring arrangements

The Finance Link Governor monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year.

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

11. Debt Recovery

In the event of an individual or company failing to pay charges due, we will follow The Creative Learning Partnership Trust Debt Recovery Policy.