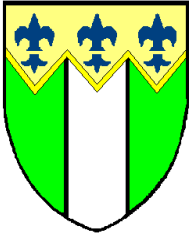


Friern Barnet School

Charging and Remissions Policy



Last Reviewed:	September 2024	Next Review:	September 2025
Approved by:	Governing Body	Date:	07.10.2024

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Definitions	3
4. Roles and Responsibilities.....	3
5. Where charges cannot be made	3
6. Where charges can be made	4
7. Voluntary Contributions	7
8. Remissions.....	7
9. Additional considerations	8
10. Monitoring arrangements.....	8

1. Aims

Friern Barnet 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
- To provide the opportunity for all students to benefit from school activities and visits, independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, will try to minimise the financial barriers that may prevent some students 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, May 2018](#) and the [Education Act 1996](#), Section 449-462 of which set out the law on charging for school activities in England. It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 Head Teacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2 The Head Teacher

- The Head Teacher 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 Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4 Parents

- Parents are expected to notify staff or the Head Teacher 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

- an admission application to the school
- 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 student is being prepared for at the school, or part of 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 /carer
- entry for a prescribed public examination, if the student has been prepared for it at school
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school, although if a student fails without good reason to meet any examination requirement for a syllabus a charge will be made

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 pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those 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

- Any materials, books, instruments or equipment, where the child's parent / carer wishes him or her to own them
- Optional extras (see 6.2 below)
- Music and vocal tuition, in certain circumstances

- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school and the student 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 student 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 body 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 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.

6.3 Music Tuition

A charge will be made 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 / carer.

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 lodgings on residential visits, but the charge must not exceed the actual cost.

6.5 Materials

- For practical subjects, a charge may be made for materials for subjects such as Design and Technology, Food Technology and Art, if parents/carers have indicated in advance that they wish to own the finished product.
- A charge may be made for any materials, books, instruments or equipment where a child's parent/carers wishes him/her to own them.

6.6 Damage to/loss of property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

6.7 Public Examinations

- A charge may be levied to parents/carers for entrance fees to public examinations which are not 'prescribed' or for which the student has not been prepared by the school.

- A charge may be levied to parents/carers for entrance fees to public examinations for which the student has been entered but has failed to attend, unless there is a valid reason (e.g. medical reason supported by a doctor's certificate).

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 that would not otherwise be possible.

Letters to parents/carers announcing arrangements include the following form of words:

"In order to cover the costs of this journey/visit, a voluntary contribution of £..... per student is sought. Whereas there is no obligation for parents/carers to contribute and students will not be treated differently according to whether or not their parents/carers are willing to contribute. This journey/visit will not go ahead if sufficient funds are unavailable."

8. Remissions

- In order to remove financial barriers from disadvantaged students, Governors have agreed that some activities and visits will be offered at no charge or a reduced charge to parents/carers in particular circumstances. Criteria for qualification are those in receipt of:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of Pension Credit
 - Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
 - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
 - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- Parents / carers who believe that they may qualify for this remission must apply in writing to the Head Teacher. Any such application will be treated as confidential.
- Additional categories of parents/carers may apply for help with some costs, in order that no student will be unfairly disadvantaged. Applications will be considered and support may be granted at the discretion of the Head Teacher.
- Governors may decide not to levy charges in respect of a particular activity, if they feel it reasonable in the circumstances.

9. Additional considerations

- Governors recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end they will try to adhere to the following guidelines:
 - where possible the school will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead
 - a system for parents/carers to pay in instalments is already in place
 - opportunities offered on a “first pay, first served” basis discriminates against students on lower incomes and they will avoid that method of selection.

10. Monitoring arrangements

This policy will be reviewed by the Business Manager annually.