



Charging and Remissions Policy

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Northgate School

Charging and Remissions Policy

1. Policy

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This sets out the regulations concerning payment for trips and activities, and made it a legal requirement for Governors of all schools to write a charging policy.

Northgate School recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children. Northgate School will ensure that they inform parents on low income and in receipt of benefit of the support available to them when being asked to make contributions towards the cost of school visits.

Northgate School aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents.

2. Scope

The policy applies to the Headteacher and to all teachers employed by the school, and is also for the information of parents and students.

3. Procedure

No charges will be made for any educational or related activity that takes place within school hours and forms part of the national curriculum.

No charge can be made for transport for costs for students travelling between school and where education is being carried out in school time e.g. swimming.

No charge can be made for entry for a prescribed public examination, if the student has been prepared for it at the school.

No charge can be made for examination re-sit(s) if the student is being prepared for the re-sit(s) by the school, even if re-sit(s) are specifically required by the parents where the school is preparing the student for the re-sit(s).

Charges will be made for any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

4. Voluntary Contributions

The school may ask for voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot be funded without voluntary contributions, the school will make this clear to the parents at the onset. The school will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. Northgate School will make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Northgate School will make it clear to parents at the onset what their policy for allocating places on school visits will be.

When making request for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

The school may request voluntary contributions for the following:

- Transport, board and lodging for residential trips of one or more nights away from home.
- Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition.
- Transport, entrance fees and educational fees out of school hours. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised.
- Damage to or loss of books and or school equipment, or wilful damage to school property.
- Activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no student should subsidise any other student.
- The cost of materials or ingredients, (or the provision of them by parents/carers) for practical subjects such as e.g. art and crafts, needlework or cookery, when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials are made.
- Examination fee(s) if the registered student has not been prepared for the examination(s) at the school.

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment. In the calculation of the cost of optional extras an amount may be included in relation to:

- Any material, books, instruments, or equipment provided in connection with the optional extras
- Non teaching staff
- Staff engaged under contracts for services purely to provide an optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

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

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity; this will be divided equally by the number of students participating. It must not therefore include an element of subsidy for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Where the parents of a child are in receipt of income support or family credit the School may remit a contribution to the cost of board and lodgings for the residential activity that it organises for the child, if the activity is deemed to take place within the school hours, or where it forms part of the National Curriculum. In other circumstances, there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. The School may take this into account. When arranging a chargeable activity, the School will invite parents to apply in confidence for the remission of charges in part or in full.