

CHARGING AND REMISSIONS POLICY

SPRING 2021



Our Mission Statement

Holy Trinity Primary and Nursery school is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.

We celebrate the value of each child and set high expectations of them in our endeavour to sustain and develop their gifts and talents.

Date Adopted	
Signed (Governors)	
Signed (Headteacher)	
Date for review	

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This policy is reviewed annually in line with the following guidelines

Education Act 1996: sections 449-462

DFE guidance – Charging for school activities – October 2014

General Guidance

- The Governing Body will expect all activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise.
- The Governing Body may ask for voluntary contributions for in school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure.
- All charges or requests for voluntary contributions must comply with the law.

Admission

Guidance from Oldham Local Authority states that no charge should be made for admission into any school in Oldham.

Education during School

School governing bodies and local authorities, cannot charge for:

- 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;

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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;
- music and vocal tuition, in limited circumstances;
- certain early years provision ;
- community facilities.

Optional Extras

Optional extras 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.

Optional extras are:

- Education provided outside of school time that is not:
 - a) 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.
- 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:

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- 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 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 choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Voluntary contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if not enough voluntary contributions are received to cover the cost of the trip this could mean the cancelling of trips.