



**Charges, Voluntary Contributions,  
Remissions & Refunds**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>May 2017</b>	<b>May 2019</b>	<b>Bursar</b>	<b>Chair of Finance</b>

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

### ***Northern Parade Schools-Charges, Voluntary Contributions, Remissions and Refunds***

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

#### **Aim**

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.

#### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

#### **Role of the Executive Headteacher**

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;

#### **Conditions when charges can and cannot be made**

Parents must be fully aware that the school or local authority:

- cannot charge for:
  - an admission application to any state funded school;
  - education provided during school hours;
  - the supply of materials, books, instruments or other equipment;
  - education provided outside school hours if it is part of the national curriculum;
  - instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme';
  - entry for a prescribed public examination;
  - transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
  - transporting pupils to other premises to be educated where the governing body or local authority has arranged this;

### ***Northern Parade Schools-Charges, Voluntary Contributions, Remissions and Refunds***

transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

▪ can charge for:

- any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
- option extras such as:
  - education provided outside school hours that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination;
    - part of religious education.
  - examination fees if the pupil has not been prepared for the examination at the school;
  - residential board and lodging fees for an educational visit;
  - breakfast and after-school clubs;
  - tea and supervised homework sessions.

(Charging for School Activities (DfE))

### **Support for Parents/Carers**

The Governing Body will:

- support any parent/carer in paying for any activity/residential for an individual pupil if they are experiencing financial difficulties;
- create a school fund that will support parent/carers who are unable to pay voluntary contributions

### **Voluntary Contributions**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

### **Remissions**

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

### **Refunds**

Refunds will be given if:

### ***Northern Parade Schools-Charges, Voluntary Contributions, Remissions and Refunds***

- a child is absent due to illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

### **Role of Parents/Carers**

Parents must be made fully aware what the school or local authority can or cannot charge for.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- school events
- meetings with school personnel

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Organising an educational visit / school event
  - Budgeting and Financial Planning
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	