

**Christ Church School, Hampstead**  
**CHARGING AND REMISSIONS POLICY**

This policy has been formulated in accordance with the Department for Education advice on Charging for School Activities, October 2014.

This policy was agreed by the Governing Body Finance and Buildings Committee and by the full Governing Body in May 2015.

This policy was revised with amendments by the Governing Body Finance and Buildings Committee and by the full Governing Body in March 2018.

Aim of the policy

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of this policy and the Head teacher is responsible for its implementation. Any determinations with respect to individual parents will be considered by the Head teacher.

Prohibition of charges

The Governing Body of Christ Church School recognise that legislation prohibits **charges** for the following:

- admissions applications or any part of the admission process
- 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;
- 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;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport (e.g. for some pupils with SEND)
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit;
- 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, 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;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- instrumental or vocal tuition if the teaching is either an essential part of the national curriculum, or is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

### **Charges, including for ‘Optional Extras’**

The Governing Body has decided that **charges** may, at the head’s discretion, be made in respect of materials, books or equipment where the child’s parent wishes him/her to own them and for the following items (these are described as ‘optional extras’ in the DfE guidance document),

- (a) board and lodging for a pupil on residential visits
- (b) education provided outside school time that is not part of the national curriculum, part of the syllabus for a prescribed examination or part of religious education
- (c) transport (other than transport required to take pupil to school or the location where education is being provided)
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extended day services (for example breakfast club, after-school clubs, supervised homework sessions)

The amount charged for ‘optional extras’ must not exceed the actual cost per pupil. The amount charged can be calculated to take into account materials, books or equipment, buildings costs, non-teaching staff, and teaching staff specifically contracted to provide the optional extra.

Participation in any optional extra will be on the basis of parental choice and a willingness to meet the charges.

### **Voluntary contributions**

Parents/carers may, at the head teacher’s discretion, be invited to make a **voluntary contribution** for activities - this may include activities which are used to expand and enrich children's experiences, such as trips or workshops. Nothing in legislation prevents a school from asking for voluntary contribution for the benefit of the school or any school activities.

Any request made to parents/carers will make clear

- a) whether the activity cannot be funded without voluntary contributions, (which will lead to the activity being cancelled if insufficient voluntary contributions are received)
- b) that there is no obligation to make any contribution and that the contribution is genuinely voluntary
- c) that no child will be excluded from the activity because their parents are unable or unwilling to pay, and that children will not be treated differently according to whether parents have made the voluntary contribution.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

### **Remission of charges**

Children whose parents are in receipt of the following support payments or benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission (wholly or partly) of **charges** made by the school. The relevant support payments are:

- a) Universal credit in prescribed circumstances (as defined by the Government)
- b) Income Support
- c) Income Based Jobseekers Allowance
- d) support under part VI of the Immigration and Asylum Act 1999
- e) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190 (financial year 2013/14) as amended by subsequent legislation
- f) The guarantee element of State Pension Credit
- g) An income related employment or support allowance that was introduced on 27 October 2008

Parents/carers in receipt of these payments are exempt from being charged for board and lodging for residential trips.

Parents/carers in receipt of these payments

- will be charged 50% of the cost of after school clubs provided by school staff members
- will still be asked to make a voluntary contribution towards the cost of after school trips
- are exempt

There is no remission of charges for breakfast club for parents in receipt of these benefits.

In addition, the head may, at her discretion, give to the children whose parents are in receipt of the support payments mentioned in this section or to other parents in financial need, remissions in respect of the other charges which are mentioned in the charges section above.

### **Dissemination and review of this policy**

This policy will be available on the school website or as a hard copy from the school office.

This policy will be reviewed at least every three years to ensure it is an accurate reflection of current guidance and best practice.