



# CHARGING AND REMISSIONS POLICY

## Abbey School

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Other relevant policies:

Compliments and Complaints policy

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## 2. Aims

Abbey School ("the school") aims to:

- Ensure equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy to ensure that no child shall be discriminated against by our offering of school trips, activities or any educational extras
- 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 be made.

## 3. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## 4. Definitions

"Charge" – a fee payable for specifically defined activities

"Remission" – the cancellation of a charge which would normally be payable

"School day" – is defined as 9am until 3.30pm

## 5. Roles and responsibilities

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- 2.
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### 5.1. Proprietor

The Proprietor has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee or the principal. The Proprietor also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the Charging and Remissions policy has been delegated to the Principal.

### 5.2. Advisory Body

The Advisory Body provides strategic support, challenge and accountability to the senior leadership team. They will:

- Ensure members are familiar with the Charging and Remissions policy
- Review the policy and its implementation annually in line with the school's compliance diary.



### **5.3 Principal**

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **5.4. Staff**

Our staff are responsible for:

- Implementing the Charging and Remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### **5.5. Parents**

Parents/carers (“parents”) are expected to notify staff or the Principal of any concerns or queries regarding the Charging and Remissions policy.



## **6. Charging for education**

We will not charge parents for:

- Admission applications
- Education provided during school hours, including materials, equipment and transport required to provide that education
- Education provided outside school hours if it is part of our curriculum
- Any activity that is an essential part of our curriculum

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras \(see clause 7\)](#)

We will make it clear that, in the following circumstances, we will propose to remit (wholly or partly) any charge which would otherwise be payable to the school:

## **7. Optional extras**

We may charge parents for the following optional extras:

- Education provided outside of school time that is not part of the Abbey School curriculum or religious education or part of an examination syllabus
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by local authorities for the pupil to be provided with education
- Board and lodging on a residential visit
- Extended day services offered to pupils.

When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including Learning Mentors) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

If a charge is to be made for a particular activity, such as optional extras, the parent will be informed of how the charge will be calculated.



The school will not charge:

- in excess of the actual cost of providing the optional extra divided by the number of participating pupils
- a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge
- for supply staff to cover for classroom staff who are absent from school accompanying pupils on a residential visit
- for the cost of alternative provision for those not participating, if a proportion of the activity takes place during school hours.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

### **8. Voluntary contributions**

The school may, from time-to-time, ask for voluntary contributions for school activities during the day which entail additional costs. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents/carers at the outset. The school will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **9. Transport**

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.



## **10. Residential visits**

The school will not charge for:

- 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 school curriculum
- Supply staff to cover for classroom-based staff accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

## **11. Education partly during school hours**

If fifty per cent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than fifty per cent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the school curriculum or religious education or part of an examination syllabus.

## **12. School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that the school has to cancel a trip due to unforeseen circumstances, it is at the school's discretion as to whether a refund can be made to parents. The decision will take into account the cost to the school.

The school will deal with all cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Compliments and Complaints policy.

## **13. Monitoring and review**

This policy will be reviewed annually by the Senior Leadership Team.