



Winchmore  
School

learning to realise potential

# Charging and Remissions Policy



Last Reviewed:	March 2023
Next Review Date:	March 2024
Review Committee:	Resources

## 1.0 Introduction

This Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in Section 449-462 of the Education Act 1996, DfE Governance Handbook *October 2020* ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/925104/Governance\\_Handbook\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf)) and DfE Charging for School Activities May 2018.

- The School Governing Body / Resources Committee will review the lettings charges levied by the school on an annual basis.
- This policy will be reviewed annually by the School Governing Body / Resources Committee.

## 2.0 Activities Exempt from Charges

In accordance with the above guidelines the school:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity if it is required as part of the National Curriculum or for any public examination course.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.

## 3.0 Activities Subject to Charge

In accordance with the above guidelines the school:

- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum such as:
  - 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.
  - Examination entry fees(s) if
    - a) the registered pupil has not been prepared for examination at the School
    - b) the examination is on the set list but the pupil was not prepared for it at the School
    - c) a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.
  - Transport that is **not** required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education.

- Board and lodging for a pupil on a residential visit, that is not part of the National Curriculum, and any materials, books, instruments or equipment associated with that visit.
- Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them.
- May charge for school-time activities by inviting parents and others to make voluntary contributions to enable an activity to take place. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses which are part of the National Curriculum.
- May permit organisations to charge parents/carers when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place during school hours and parents want their children to join in the activity.

#### **4.0 Remission**

The Headteacher may remit in full or in part the cost of any activity for any students from a family experiencing hardship. When arranging a chargeable activity parents/carers will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation of such remission will be made by the Headteacher. The decision to offer to remit costs is normally subject to the parents/carers of a student being in receipt of Free School Meals. Any child meeting the criteria established by the local authority for remission of meal charges will be provided with a Free School Meal.

The Headteacher will advise all parents of the right to claim free activities if they are receiving benefits as follows:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income Related Employment and Support Allowance (IR)
- Support under Part V1 of the Immigration and Asylum Act 1999;
- Guaranteed element of State Pension Credit.
- Child Tax Credit (providing that they are not entitled to Working Tax credits and have an annual income, assessed by HM Revenue & Customs, that does not exceed £16,190.
- Universal Credit

#### **5.0 Waiving of Debt**

The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship.

A debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegated person.

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

Any action related to an outstanding debt or the waiving/reducing of a debt should be dealt with confidentiality between the debtor and the Headteacher.

**PLEASE NOTE** that parents may be asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children.