

COMPTON



The Downland Federation Charging & Remissions Policy

Date of last review: October 2024

Date of next review: October 2025

Version: 3

Monitoring and Evaluation:

To be reviewed with ongoing monitoring under trips and visits.

**The Downland Federation is committed to the
safeguarding and welfare of its students and young people**

Status: Statutory

1. Purpose of the policy

To ensure a consistent and legal framework for charging for school activities.

2. Consultation

Policy group, governors

3. Relationship with other policies

Educational Visits and Trips, Examination, Basildon Bears Charging and remissions policy

4. Types of charges

Below we set out what we **cannot** charge for:

Education

Admission applications

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:

1. *The National Curriculum*
2. *A syllabus for a prescribed public examination that the pupil is being prepared for at the school.*
3. *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

Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Transport provided in connection with an educational visit

Residential visits

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:

1. The National Curriculum
2. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
3. Religious education
4. Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Below we set out what we **can** charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 1. The National Curriculum
 2. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 3. Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

As an exception to the requirements set out in this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips or sporting activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Breakages and malicious acts

The governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss or damage, books, equipment, material other than the normal fair wear and tear.

If a student maliciously sets off the first alarm or otherwise disrupts the whole school, then parents may be charged a disruption fee of £50.

Charging for items created in school

Where students wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Exam entry fees

- i. Examination entry fees will be met in respect of prescribed examinations, apart from examinations retaken without preparation by the school.
- ii. See Examination policy for further details, including circumstances in which exam entry fees will not be met for retakes.

Music tuition

Instrumental music tuition is administered by Berkshire Maestros and Good Vibes Music Academy.

Basildon Bears

Basildon Bears nursery has a separate dedicated charging and remissions policy.