



Charges & Remission Policy

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| Headteacher Signature: | J Sainsbury |
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| Review Date: | Autumn 2019 |

Nottinghamshire County Council

The County Council expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their policies in this respect to be mindful of the financial circumstances of pupils and their parents. The County Council would wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

General Position

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the school.

All activities that are provided as a necessary part of the National Curriculum, plus religious education will be provided free of charge.

In recognition of its commitment to free education, The Governing Body and Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

School Governing Body responsibilities

The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

The Governing Body recognises the valuable contribution that a wider range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Activities organised by the School and County Council

The County Council may from time to time directly provide activities and rehearsals for those pupils at its schools who are members of the LA's Nottinghamshire Performing Arts groups. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council.

Pupils participate in these activities on a voluntary basis and the Governing Body and County Council reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

Residential Activities held during school hours

Charges may be made at the discretion of the Governing Body and County Council for the board and lodging element of any residential activities which take place during school hours.

Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for activities of this type will be at the discretion of the Governing Body or the Director of Children, Families and Cultural Services of the County Council, except in the circumstances described in paragraph 10 below. No pupil will be excluded from any of the activities due to an inability to pay.

Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Activities held outside school hours

Charges may be made at the discretion of the Governing Body and the County Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- The pupil's travel costs;
- The pupil's board and lodging costs;
- Non-teaching staff costs;
- Materials, instruments and other equipment;
- Entrance fees to places of interest;
- Insurance costs;
- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Governing Body, or the Director of Children, Families and Cultural Services at County Council.

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below).

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their child (ren) are to participate in any activities for which a charge may be made.

Materials and Ingredients

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. cooking or design technology activities.

Remissions

The Governing Body and County Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council.

Clothing

School Clothing allowances are discretionary and any allowance scheme must be funded by Nottinghamshire County Council. Discretionary School Clothing Allowance is no longer available to families living within Nottinghamshire.

The authority retains discretion to consider, under Section 510 of the Education Act and Section 2 of the Local Government Act 2002, request for assistance from families in exceptional circumstances. Included in this category would be families who have lost clothes in a fire, a flood, theft, have been made homeless or are fleeing domestic violence.

Parents who consider their circumstances to be exceptional should write, giving full details of their individual case, to the Business Support Officer, G&B Team, Meadow House.

Children in receipt of pupil premium or who may be experiencing financial difficulty may be provided with assistance to purchase school uniform. This is at the discretion of the Governing Body and/or Headteacher. F2 & Y6 children will be supplied with a tie every year funded by the school.

Nottinghamshire Performing Arts

The County Council provides a range of Arts-based provision for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive both free school meals and pupil premium. The current level of assistance given amounts to the full travel costs involved, less a defined parental contribution. The parental contributions are reviewed annually.

Outdoor and Environmental Education

The County Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for both free school meals and pupil premium.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experiences of the children, the school may request voluntary contributions from parents and carers to help with the costs. Pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation. However, the school relies on voluntary contributions to fund some activities and may have to cancel activities if there are not sufficient contributions.

Breakages and Damage to School Property

The Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

J Sainsbury

December 2016

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