

# **NEW FOREST SCHOOL**

## **New Forest School Charging & Remissions Policy**

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**Contents**

Introduction..... 2

Definitions..... 2

- Charge: a fee payable for specifically defined activities ..... 2
- Remission: the cancellation of a charge which would normally be payable ..... 2

Roles and responsibilities ..... 2

Charges ..... 3

Where charges can be made..... 3

Remissions..... 5

Voluntary Contributions..... 5

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**Introduction**

New Forest school recognises the valuable contribution that a wide range of additional activities can make towards a personal and social development, including educational visits and residential trips, and aim, when appropriate, to provide these activities.

New Forest School aims to:

- 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

**Definitions**

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

**Roles and responsibilities**

**The Governing Body/Directors**

The governing board/Directors have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body/Directors also has overall responsibility for monitoring the implementation of this policy.

In New Forest School, responsibility for approving the charging and remissions policy has been delegated to the headteacher.

**The headteacher**

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

## Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

## Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## Charges

The Governing Body/Directors reserves the right to make a charge in the following circumstances for activities organised by the school:

- Certain aspects of residential visits e.g. board and lodging
- Charges in kind, i.e. the cost of materials for cooking, sewing and pottery etc.

Nothing in this policy statement precludes the Governing Body/Directors from inviting parents to make a voluntary contribution towards the cost of educational activities of the pupils. Some planned activities may not proceed if insufficient contributions are received. No child will be excluded from participating in activities that do proceed.

## Where charges can be made

Below we set out **what the school can charge for**.

### Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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:
  - The national curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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/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**

The school 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.

## **Acts of Vandalism and Negligence**

A charge may be levied in respect of wilful damage/disruption, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or other quantifiable costs. The charge will be at cost or lower as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Remissions**

The Governing Body/Directors will make every effort to give financial assistance to families who are experiencing hardship. When arranging a chargeable activity, the Governing Body/Directors will invite parents in confidence to apply for the remission of charges, in part or full. Authorisation of remission will be made by the Head Teacher in consultation of the Chair of Governors.

## **Voluntary Contributions**

Voluntary contributions may be sought for additional activities. These will include educational visits, visits to schools by music and drama groups and other costs for residential trips, (including transport and entry fees). If voluntary fees are requested, it will be clearly stated that:

- There is no obligation to contribute
- Registered pupils of the school will not be excluded from activities if their parents are unable or unwilling to contribute

Parents will be asked if they are willing to make a voluntary contribution for a given charity. If contributions are sufficient to enable a firm booking to be made, the activity will proceed. Parents will also have the right to withdraw their voluntary contribution before a booking has been made.