

ALAMEDA MIDDLE SCHOOL



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CHARGING AND REMISSIONS POLICY

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CHARGING AND REMISSIONS POLICY

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1. INTRODUCTION

- During the school day all activities that are a necessary part of the National Curriculum (plus religious education) will be provided free of charge.
- The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.
- The Governing Body aims to promote and provide such activities as part of a broad and enhanced curriculum for the pupils of the school. Set out below are the circumstances where a charge may be levied for such activities.

2. GENERAL

This Policy will have consideration for, and be compliant with, the following legislation and statutory framework:

- Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England
- The Charges for Music tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) "Charging for School activities"
- DfE (2024) Academy Trust governance guide
- The school's Funding Agreement
- All events, visits and activities involving costs to parents/carers will be carefully planned and be of educational value to pupils.
- All charges will be shared equally by pupils and shall not exceed the total cost of the activity or visit.
- Absolute confidentiality will apply to any parents/carers seeking help under the remissions scheme.

3. EDUCATION DURING THE SCHOOL DAY

- During the school day all activities that are a necessary part of the National Curriculum (plus religious education) will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

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- It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument, via peripatetic tuition (see “*Music Tuition*” below).
- Where activities are not an essential part of either the National Curriculum or a public examination syllabus being followed, the school may make a charge for the activity in line with the general principles established above.
- Voluntary contributions for these activities may be sought during the school day which entail additional costs.
- No pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. However, if insufficient total funds are available, it may be necessary to curtail or cancel activities.
- From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Head Teacher to agree to their child being absent for that activity.

4. EDUCATION PARTLY DURING THE SCHOOL DAY

- If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. However, a voluntary contribution may be sought where there are additional costs.
- Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made within the general principles established above.
- When such activities are arranged parents/carers will be told how the charges are calculated upon request.

5. OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

- We will charge for optional, extra activities provided outside of the school day if such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.
- Participation in an optional extra will be subject to parental agreement.
- Optional extras may also include extended day services offered by the school, such as breakfast clubs, after-school clubs or supervised activities. These are considered optional extras under DfE guidance and may be subject to charges.

6. RESIDENTIAL ACTIVITIES

- Charges will be made for board and lodging.

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- Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges are calculated upon request.

7. MUSIC TUITION

- Instrumental and vocal music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is at the request of the pupil's parents.
- Full charges will be made for peripatetic music/singing lessons and for the costs of entering music examinations (and associated costs such as an accompanist and music); undertaken by the pupils at the parents' choice and these costs will be fully met by parents.
- No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989). In cases of hardship the Governing Body will consider, in their absolute discretion, the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

8. TRANSPORT

- The Governing Body reserves the right to charge for the use of the school mini-bus and delegates to the Head Teacher the authority to determine where it may be appropriate to do so unless the transport is required for educational activities undertaken during the normal school day.
- The school may charge for the additional costs of hired transport (e.g. coaches for fixtures) if this is necessary unless the transport is required for educational activities undertaken during the normal school day.
- Where a charge is made, parents/carers will be told how the charges are calculated upon request.

9. CALCULATING CHARGES

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

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- There will be no additional fees for those who can pay in order to support those who can't or won't.
- Support for cases of hardship will come through voluntary contributions and fundraising

10. VOLUNTARY CONTRIBUTIONS

- The school may invite parents and others to make voluntary contributions. Any invitation will clearly state that the contributions are voluntary and that children of parents who do not contribute will not be treated any differently.
- If a particular activity cannot take place without some help from parents this will be explained to them at the planning stage.
- Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.
- No pupil will be left out of an activity because his or her parents cannot, or will not make a contribution of any kind.
- The school will first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fundraising.

11. DAMAGED OR LOST ITEMS

- The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

12. REMISSIONS

- In circumstances of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, the school will invite parents to apply in confidence for the remission of charges in part or in full.
- The discretion to apply remission of charges in all other circumstances rests with the Governing Body.
- Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - Universal Credit in prescribed circumstances- household income must be less than £7,400 a year (after tax and not including any benefits you get)
 - Income Support
 - Income-based Jobseeker's Allowance

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- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190

13. MONITORING AND REVIEW

This policy will be reviewed annually.