



## Charging and Remissions Policy

Date of policy: May 2024  
Date of next review: May 2025

Signed: Mr Mitchell Clark:



(Chair of Governors)

Signed: Mr Simon Pile:



(Headteacher)

Delegated to the Headteacher and agreed by the Chair of Governors

Headteacher: Simon Pile

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## **1. Introduction**

The law on charging in connection with education in maintained schools is set out in sections 449 - 462 of the Education Act 1996. Section 457 requires both the Authority and individual governing bodies to determine and keep under review a policy in respect of both charging and remission arrangements. No charge may be made by a governing body or the Authority unless it has drawn up a statement of its policy.

With all schools now responsible for their own budgets of financial delegation, **charging and remission is in the main a matter for the governing body, subject to compliance with the statutory requirements.** The Authority's policy would only be directly relevant where it had used its powers under section 117 of the 1996 Act to suspend financial delegation. In that event the Authority's policy, as set out below, would operate.

## **2. Anson Primary School Policy**

### **2.1. Individual music tuition within school hours**

#### **2.1.1. Charges**

A charge will be made to parents of pupils receiving tuition, either individually or in a group of up to four pupils in the playing of any musical instrument. Where a charge is made, it will include the cost of the teacher providing the tuition, the cost of sheet music and the hire and insurance of a musical instrument. When charges are to be levied, the parents will be asked to indicate their written agreement in advance.

### **2.2 Board and Lodging**

#### **2.2.1. Charges**

Where a school activity requires pupils to spend nights away from home, the governing body will make a charge for board and lodging whether or not the residential trip is deemed to have taken place in school hours. The charge will not exceed the cost of the board and lodging provided for each pupil involved. Where a trip is deemed to have taken place outside school hours, charges not exceeding the cost may also be levied for travel.

#### **2.2.2 Remission**

Where a pupil participates in a residential trip deemed to take place in school hours, the governing body will endeavour to subsidise the board and lodging charges and travel costs for a pupil whose parents are in receipt of income support, family credit, an income-based Jobseekers Allowance (payable under the Jobseekers Act 1995), or Disability Living Allowance.

### **2.3. Transport**

#### **2.3.1 Charges**

In general, any transport provided by the governing body in school hours will be provided free of charge. However, where a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, parents will be expected to meet the costs of such travel. Parents may be asked to make a voluntary donation for transport if the cost to the school may prevent the trip taking place. Parents will always be informed that the donation is voluntary.

### **2.4. Charging for 'finished products'**

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Finished products may also include products created by the pupils such as books, films, music and other creative media. Parents will be given the option to purchase items created by their child.

### **2.5. Optional extras (i.e. outside school hours)**

A charge will normally be levied for an activity defined in section 455 of the Education Act 1996 as an “optional extra” which is provided wholly or mainly outside school hours – see section 3 below. Such charges made will not exceed the cost of providing the activity, divided equally among the pupils participating. Prior written agreement will be obtained from the parents of pupils involved in an optional activity for which a charge is to be made.

There is a range of activities, which Anson may wish to define as “optional extras”. The majority of these will be self-supporting, unless the governing body wishes to meet the cost out of the school’s own funds. The charge made can include:

- (i) the pupil’s travel costs;
- (ii) the pupil’s board and lodging costs;
- (iii) materials, books, instruments and other equipment;
- (iv) non-teaching staff costs;
- (v) entrance fees to museums, castles, theatres, etc.;
- (vi) insurance costs;
- (vii) the cost of engaging a teacher, who is already a school employee, on a contract for service, as distinct from a contract of employment, specifically for the activity.

### **2.6. Events in association with Friends of Anson**

With the establishing of a parent, staff association entitled Friends of Anson, parent may be asked to purchase items such as tickets, raffle prizes, food, drink and other items on the school premises. All funds will be handled directly by Friends of Anson. The school may act as a facilitator of booking through our online systems.

### **3. Education partly during school hours**

Where an activity takes place partly during and partly outside the school day, section 452 of the Education Act 1996 lays down the basis for determining whether it is deemed to take place in or out of school hours. If the activity is deemed to take place during school hours then no charge is made, though parents can be invited to make voluntary contributions. If the activity takes place mainly outside school hours then charges may be made as set out in 2.5 above. The calculation to be used to determine the status of the activity will depend on whether the activity is residential or non-residential.

This policy will be reviewed at least every two years.