



**KITE RIDGE SCHOOL**  
CHANGING MINDS

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**CHARGING AND REMISSIONS POLICY**

**Approved:**

**October 2019**

**Next review:**

**October 2022**

## CHARGING & REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

The Management Committee recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Management Committee aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Management Committee to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. School must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

### VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a PRU Management Committee or local authority from asking for voluntary contributions for the benefit of school or any PRU activities. However, if the activity cannot be funded without voluntary contributions, the Management Committee or Headteacher should make this clear to parents at the outset. The governing body or Headteacher **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. PRUs must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. PRUs should make it clear to parents at the outset what their policy for allocating places on PRU visits will be.

When making requests for voluntary contributions to school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. PRUs should

avoid sending colour coded letters to parents as a reminder to make payments into school or maintenance funds. PRUs should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

## **PERMITTED CHARGES**

Permitted charges are a direct request to cover certain costs involved with a PRU activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

### **1. Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **2. Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

At Kite Ridge School there is **no charge for music therapy**.

### **3. Trips involving overnight stays /Activities Outside School Hours**

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees,

insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

#### When is an activity held in school hours?

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of school day, regulations require that school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### **4. Examination Entries**

A charge will be levied in respect of examination entries for pupils where school has not prepared the pupil for the examination.

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- school has prepared the pupil for the examination and
- it considers that for educational reasons the pupil should not be entered and
- the pupil's parent/guardian wishes the pupil to be entered.

In these circumstances, if the pupil subsequently passes the examination, school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where school paid or agreed to pay the entry fee.

#### **5. Other charges**

The Headteacher, Finance Committee or Management Committee may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. In such cases, school will levy a charge of 10p per sheet for a copy of any document which exceeds 10 pages in length.

#### **REMISSIONS POLICY**

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

Where charges are to be made by the Management Committee for optional extras, parents may receive a remission for the whole or part of the charge.

### **PUPIL POCKET MONEY**

Trips to shops to develop citizenship skills are deemed to be part of a pupil's education and are provided free of charge. However school asks for pocket money as a voluntary contribution of no more than £2 a week to enhance the experience of managing their own budget. This contribution is not compulsory and pupils will still have opportunities to purchase goods.