

## **King's Wood School and Nursery Governing Body Charging and Remissions Policy for Educational Activities**

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

In line with the statutory provisions contained in Chapter III of Pt VI of the Education Act 1996, the Governing Body has determined, and will keep under review, a Charging and Remissions Policy. The Governing Body recognises that parents have a right to ask for this information and a summary is included in the school prospectus. The school complies fully 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 may be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

### **Voluntary Contributions:**

In line with legislation the school or local authority has the right to ask for voluntary contributions for the benefit of the school or for any school activities. If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. This will be made clear to parents in the initial letter about the visit. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

The Governing Body undertakes that when making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

### **Permitted Charges:**

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. With the exception of elective music tuition no charge will be made in respect of education provided during school hours\* (excluding the midday break). Furthermore, no charge will 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. A charge may be made however for board and lodgings on any residential educational visit.

## **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 contribution may be requested for the cost of the materials used. In the case of Food Technology, the school provides the ingredients and on rare occasions may request a contribution. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be 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.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will 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), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

## **3. Residential Activities/Activities Outside School Hours**

If an 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 will 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 will not 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 the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **4. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide

## **5. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee and approved by the Governing Body.

## **6. Other charges**

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **Remissions Policy**

Where non-chargeable education is provided during a residential visit, parents in receipt of certain benefits (broadly equivalent to those which qualify pupils for Free School Meals) shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Government guidance providing details of the benefits which exempt parents from being charged can be found at:

<https://www.gov.uk/government/publications/charging-for-school-activities>

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

Reviewed and approved by Resources Committee at their meeting held on 4<sup>th</sup> May 2021  
Last Review Date: May 2024

Approved by the Governing Body at their meeting held on 13th June 2024  
Minute No 5.1

Signed:..... Date: .....