

# ENFIELD GRAMMAR SCHOOL



**An Academy Trust**  
(Company No. 07697044)

## CHARGING & REMISSIONS POLICY

Approved	March 2024
Committee	Resources and Management
Next Review	March 2026

## Charging and Remissions Policy

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## **1. Aims**

Enfield Grammar 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.

## **2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## **3. Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The Governing Body**

Responsibility for approving and monitoring the charging and remissions policy has been delegated to the Resources and Management Committee.

### **4.2 The Headteacher**

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

### **4.3 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.

### **4.4 Parent/carers**

Parent/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## **5. Where charges cannot be made**

Below we set out **what the school cannot charge for**:

### **5.1 Education**

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school's request.

### **5.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **5.3 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **6. Where charges can be made**

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

### **6.1 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
- Community facilities

- For concerts and performances, tickets will be available to purchase to attend these functions at a cost that reflects the expenditure incurred as a result of putting on such a concert or performance. In the case of any surplus funds received these will be put back into the relevant departmental budget.

## 6.2 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
- Administrative expenses

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 parent/carers 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.

Parent/carer agreement is necessary for the provision of an optional extra which is to be charged for.

## 6.3 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/carer.

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
- For a pupil who is looked after by a local authority

#### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school may always seek voluntary contributions in order to offer a wide variety of experiences to students which would otherwise not be possible. All requests for voluntary contributions will emphasise their voluntary nature.

If an activity cannot be funded without voluntary contributions, parent/carers/carers will be notified from the outset.

No student will be excluded from an activity if their parent/carers are unwilling or unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

### **8. Wilful Damage and Loss**

Where school property has been wilfully or recklessly damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

### **9. Remissions**

In some circumstances, the school may choose to subsidise part or all of the payment of some charges for certain activities set out in this policy, and this will be determined by the Headteacher.

#### **9.1 Remissions for residential visits**

Families who claim Free School Meals or who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit with an annual net earned income of no more than £7,400
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run on
- The guarantee element of State Pension Credit
- Income related employment and support allowance that was introduced on 27 October 2008

## **9.2 Financial Assistance**

- Families who claim Free School Meals can make application to the Hardship Fund for assistance with the costs of a curriculum related trip, equipment, kit or public exam retake.
- Other families may also make application to the Hardship Fund
- The school must receive at least 4 weeks' notice in order to make a decision concerning assistance for a day-trip. For residential trips, the notice period will be a minimum of 3 months.
- Any decision will be dependent upon whether the trip is part of curriculum time; whether, if not curriculum time, it is linked to a school activity or whether it is entirely outside school time.
- The school administers a 16-19 Bursary Fund from a budget provided by the Education and Skills Funding Agency (ESFA). This is operated outside of this policy but guided by its principles.

## **10. Monitoring arrangements**

The Resources and Management Committee monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance and Operations Manager every two years and approved by the Resources and Management Committee

## **11. Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.