



WILDGROUND FEDERATION

Charging and Remissions Policy

This policy has been updated in line with the latest DFE guidance, “Charging for School Activities” (May 2018).

Education

The Federation **cannot** and will not charge for:

- education provided during Federation hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside Federation hours if it is part of the National Curriculum or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of religious education;

It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ (e.g. developing teamwork skills).

The Federation **can** charge for:

- any materials, books, instruments, or equipment, where the child’s parent wishes the child to own them;
- optional extras (see below)
- certain early years provision
- community facilities.
- Residential visits
- Criminal damage

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of Federation time that is not part of the National Curriculum or part of religious education
- tuition for pupils learning to play musical instruments, where the child’s parent/carer wishes the child to receive additional tuition. Also referred to as peripatetic lessons.
- transport that is not required to take the pupil to Federation or to other premises where the local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

The Federation offers some optional after-Federation activities, such as football coaching. Tuition charges for these activities may either be payable to the Federation or to the organisation providing the activity (e.g. Saints in the Community). Children are expected to buy their own recorders for the Recorder (after school) Club. Some are made available for loan.

Voluntary Contributions

The Federation will ask for voluntary contributions from parents/carers as necessary to ensure that educational opportunities which parents/carers and children value are not discontinued simply because their funding cannot be justified against other educational entitlements. However, if the activity cannot be funded without voluntary contributions, the Executive Headteacher will make this clear to parents at the outset. The Executive Headteacher must also make it clear to parents/carers that there is no obligation to make any contribution.

When organising Federation trips or visits which enrich the curriculum and educational experience of the children, the Federation invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel an activity. If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a Federation trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the Federation pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The Federation will provide this information on request.

When making requests for voluntary contributions to the Federation funds, parents/carers will not be made to feel pressurised into paying as it is voluntary and **not compulsory**. The Federation will avoid sending colour coded letters to parents/carers as a reminder to make payments into the Federation or maintenance funds. We will also ensure that direct debit or standing order mandates are not sent to parents/carers when requesting for contributions.

When a parent/carer makes a contribution to an activity, this contribution will not be refunded for non-attendance unless the Federation makes the decision that their child should not take part in the activity.

If a contribution has been made to an activity and for some reason the activity does not take place, the contribution will only be refunded if the child is in their final year in the Federation or leaving the Federation and does not have any school debt. Otherwise, the contribution will be offset against the next viable activity.

The following is a list of additional activities organised by the Federation, which require voluntary contributions from parents/carers. This list is not exhaustive:

- visits to outdoor activity areas;
- sporting activities which require transport expenses;
- visits to the theatre;
- musical events;
- theatre in education visits to Federation

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport

The Federation **cannot** charge for:

- transporting registered pupils to or from the Federation premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

Residential visits

Schools **cannot** charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the Federation informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Remissions Policy

In all cases where parents/carers wish their child to participate, but have difficulty making the full requested contribution, they should discuss this with the Executive Headteacher. The Executive Headteacher will decide upon each case on its merits and with due regard to available funds.

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents/carers.

The remissions policy must set out any circumstances in which the Federation or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, the Federation may decide to provide an activity (e.g. after-Federation football club) as an optional extra. The governing body may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits.

Damage to property and breakages

- The Federation may seek to recover some or all of the costs incurred due to wilful damage or breakage of Federation property. This will be determined by the Executive Headteacher.
- The Federation may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the Federation has been charged. This will be determined by the Executive Headteacher.

The Federation reserves the right to charge for verifying official applications, including but not limited to, passports and driving licences.

Wildground Federation Nursery charges are covered under Wildground Federation Nursery Terms and Conditions and is available on request.

Other clubs run by external bodies/ 3rd party suppliers (e.g. Planet Kids) are not covered under this policy.