



Redborne Upper School

Charges, Voluntary Contributions, Remissions and Refunds Policy

This policy will be evaluated and reviewed every three years by Andrew French (Deputy Headteacher: Business and Finance)

This policy is available, on request, to parents and carers, the LA and Ofsted through the Headteacher.

Date approved by governors: July 2024

Date of union consultation: May 2024

Date for review: July 2027

Table of Contents

Table of Contents	2
School acknowledgement	3
Charges, Voluntary Contributions, Remissions and Refunds Policy	4
1. Guidelines	4
2. Responsibility for the Policy and Procedure	4
3. Conditions when charges cannot be made	5
4. Conditions when charges can and cannot be made	5
5. Support for Parents/Carers	6
6. Voluntary Contributions	6
7. Remissions	7
8. Refunds	7

School acknowledgement

Governors believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

Charges, Voluntary Contributions, Remissions and Refunds Policy

1. Guidelines

1.1 We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

1.2 We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

1.3 We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education.

1.4 It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place and is an essential part of the curriculum will be provided free of charge.

1.5 We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum, but are not essential. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

1.6 We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

2. Responsibility for the Policy and Procedure

2.1 The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

2.2 The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the governing body;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy

3. Conditions when charges cannot be made

3.1 Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a specification for an agreed examination for a pupil;
- for statutory religious education;
- for musical tuition as part of the National Curriculum;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for the entry to public examination which is on the prescribed list;
- examination re-sits requested by the school

3.2 Charges for transport cannot be made when:

- transporting pupils to or from the school premises;
- transporting pupils to other premises where arrangements have been made for them to be educated;
- a pupil needs to sit an examination;
- An essential educational visit has been planned.

4. Conditions when charges can and cannot be made

4.1 Parents must be fully aware that the school cannot charge for:

- an admission application to any state funded school;
- education provided during school hours;
- the supply of materials, books, instruments or other equipment;
- education provided outside school hours if it is part of the national curriculum;
- instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme';

- entry for a prescribed public examination;
- examination re-sit requested by the school;
- transport in connection with an essential educational visit;
- transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
- transporting pupils to other premises to be educated where the governing body or local authority has arranged this;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

4.2 Parents must be fully aware that the school can charge for:

- any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
- optional extras such as:
 - education provided outside school hours that is not:
 - part of the national curriculum;
 - part of a specification for a prescribed public examination;
 - part of religious education.
 - examination fees if the pupil has not been prepared for the examination at the school or if the parent requests a re-sit;
 - residential board and lodging fees for an educational visit;
 - breakfast and after-school clubs;
 - tea and supervised homework sessions.

5. Support for Parents/Carers

5.1 The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
 - Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance,
 - Support under part V1 of the Immigration and Asylum Act 1999
 - Child Tax Credit
 - The guaranteed element of State Pension Credit

6. Voluntary Contributions

6.1 We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

6.2 We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

7. Remissions

7.1 We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

8. Refunds

8.1 Refunds will be given if:

- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £10 per child