Old Basford School
Charging and Remission Policy

DOCUMENT ORIGINS			
Organisation	Old Basford School	Version date	Autumn Term 2022
Owner	Laura Duffin	Approved by (If applicable)	Governing Body
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DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
Autumn Term 2025	Laura Duffin	Policy template adopted from National College and personalised to Old Basford School
Autumn Term 2022	Vicky Shaw	No changes made

Policy Review

This policy was reviewed, updated and ratified by the Governing Body during the Autumn Term 2025 and will be reviewed on a triennial basis. Date of Next Review Autumn Term 2028

Responsibilities

The Governing Body is responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities (e.g. tuition, clubs, practical activities, trips and residential experiences) can make towards pupils' personal development, behaviour and welfare. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the schools and as additional optional activities the governors endorse the guiding principles contained in the guidance, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent

Charges

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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, 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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;
- Education provided on any trip/visit that takes place during school hours;
- Education provided on any trip/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;
- Transporting registered pupils to or from the school 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Materials, books, instruments or equipment, where the child's parents wish their child to own them.
- Activities outside school hours, including clubs (e.g. Breakfast Club, Afterschool Club and Stay and Play) where necessary.
- Individual/Group Instrumental Tuition outside of that provided as part of the National Curriculum. In such cases the charge will not exceed the cost of provision.
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists, workshops etc
- Damage to school books (reading scheme)
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits.
- Provision of information within the scope of freedom of information

Parents will be notified in advance of any optional extras which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge has been made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. The charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may, however, include an appropriate element for such things as:

- the pupil's travel costs;
- the pupil's board and lodgings;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, castles, theatres, etc.;
- insurance costs;
- the expenses only of participating teachers engaged on separate contract for services to provide the 'optional extra'.
- appropriate food and drinks for pupils dependent on the length of the activity.

Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Trust Board may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Remissions

Where the parents of a pupil are in receipt of benefit related Free School Meals, the Governing Body will remit in part the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

- takes place within school hours,
  or
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside of school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable

or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- Educational visits which take place inside or outside school hours.
- Any activity which takes place during school hours; The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents: a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Breakages and Damage to School Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils (musical instruments), the Head teacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion

Income Generation

In line with the Academy Trust Handbook, we will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

Freedom of Information Policy

Old Basford School's Freedom of Information Policy will set out where fees may be charged for the provision of information.

Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, recommend amendments to the categories for which a charge may be made.