



Charging and Remissions Policy

Policy Review Schedule			
Date Policy agreed by SLT	11/10/2023	Date Policy Agreed by Governing Body	11/10/2023
Policy Review Schedule	Annual	Date for Review	October 2024
Signed by the Chair of Governors	Joseph Turner-Wing		
Signed by Headteacher	Jon Kelly		

Introduction

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

All education during the school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

Definitions

Charge – a fee payable for specifically defined activities

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

Prohibition of Charges

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

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
- 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

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 board 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

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, covering for teachers who are absent from school, accompanying pupils on a residential visit

Voluntary contributions

As an exception to the requirements set out in this policy, the school is able to ask for voluntary

contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical events.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents may be asked to contribute toward the residential expenses of such trips, and we can also ask parents to contribute to the cost of the travel and activity expenses as these maybe beyond the scope of our main school budget.

Acts of Vandalism and Negligence

Newhaven School reserves the right to recover part, or the whole cost, of damage to buildings or equipment because of vandalism or negligence by a student. Repayment terms may be negotiated with parents in need of such a facility.