

## Charging and Remissions Policy

<b>Name of School</b>	The Toynbee School
<b>Policy</b>	Charging and Remissions
<b>Date of Policy Issue/Review</b>	October 2024 / October 2025
<b>Name of Responsible Manager/Headteacher</b>	Matthew Longden
<b>Governors' Sub-Committee</b>	Finance, Staffing & Resources

### Principles

Toynbee School believes in providing the highest quality of provision for our pupils and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

### Practice

This policy is based on the Guidance Document published by the Department for Education in May 2018 in relation to sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities.

The Governing Body has overall responsibility for approving the charging and remissions policy, which can be delegated to a committee, individual governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

It is the policy of the Governing Body:

1. To charge for;
  - a) Any materials, books, instruments, or equipment, where the child's parent or carer wishes to own them.
  - b) Music and vocal tuition, see item 10 for specific circumstances.
  - c) Activities wholly or mainly (in excess of 50%) outside school hours which are not an essential part of the National Curriculum or statutory religious education, or not a requirement for a prescribed public examination.
  - d) Community facilities.
  - e) Optional extras, see item 2.

2. 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 school time that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
    - part of religious education.
  - Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Governing Body have arranged for the pupil to be provided with education).
  - Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
3. To charge, except where pupils are entitled to statutory remission, for all costs of off-site visits. Remission is at the discretion of the Headteacher, but will usually apply to day trips only. For any residential trips essential to the National Curriculum, statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.
4. To make no charge for examination entries, where there is a realistic prospect of a successful outcome except where:
- The school has not prepared the pupil/candidate for the examination in the year for which the entry is made.
  - The examination is not on the set list but the school arranges for the pupil to take it.
  - A pupil/candidate has failed, for no good reason, to complete the requirements of any public examination where the Governing Body paid or agreed to pay the entry fee. This includes the pupil failing to attend or sitting the examination and if this occurs without good reason the fee can be recovered from the pupil's parent(s)/carer(s).
5. To charge for examination re-marks that are requested by a parent/carers at a cost equal to that charged by the examinations board.
6. To also make no charge for transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
7. To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be imposed, but which can only be provided if there is sufficient voluntary funding. However, no pupil will be excluded from such activity by reason of inability or unwillingness to make a voluntary contribution, but if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it may be cancelled.
8. To seek payment from parents/carers for damage to or loss of school property caused wilfully or negligently by their children.

9. To leave to the Headteacher's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.

10. The circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition are in line with the Charges for Music Tuition (England) Regulations 2007. 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(s)/carer(s). Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. 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).

11. Pupil Premium may be used for pupil premium pupils for some day trips but not for residential trips.

12. Catering and vending on the school site is provided by a contractor (HC3S) who operate in conjunction with the provider of the cashless catering scheme (Cunningham's). The meal tariff and vending tariff are set by the caterer in consultation with the school, however the Local Authority will advise the daily value of a Free School Meal. Parents/carers may apply for free school meals using a paper based application available from the school office or on-line. Both paper or electronic applications are dealt with by Hampshire Caterers (HC3S). Applications received by HC3S are submitted electronically to the Department for Work & Pensions who check eligibility records and will notify both HC3S and the school of the outcome of the application usually within 48 hours of submission. The school then advises the applicant.