



## Charging and Remissions Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos and enables a consistent response to charging and remissions for school activities.

This policy sets out the principles of charging for school activities at Abbot's Lea School and specifies the usual protocol for charging and remissions.

To ensure equality of opportunity and access to quality educational provision, any charges related to students' activities will be treated fairly.

Abbot's Lea School is a co-educational day special school for 272 students with Autism and learning difficulties.

All students have a statement of special educational needs or an Education, Health and Care Plan with a finalized diagnosis of Autism.

The charging policy is guided by the Liverpool City Council Charging and Remissions Policy 2017. The final decision about whether the school can/will charge for an activity lies with the school's Headteacher.

### Aims

- To comply with LCC's Charging and Remissions policy (which is guided by the DfE document 'Charging for school activities 2018').
- To establish and maintain a fair and open charging policy.
- To ensure compliance with all relevant legislation connected to this policy.

- To work with other schools and the local authority to share good practice in order to improve this policy.

## Guidelines

The school **cannot** charge for:

- Admission applications to any state funded school
- 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
- 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

The school **can** charge for:

- School meals (except for those entitled to free school meals)
- Materials, books, instruments, or equipment, where parents' wish to own them
- Music and vocal tuition, in limited circumstances
- Certain early years provision [Education Regulations 2012]
- Community facilities [s.27(1) Education Act 1996]
- 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. 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 as well as the cost of buildings and accommodation.
- Education provided outside of school time that is not: a) part of the national curriculum; b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## Transport

The School **cannot** charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or LA 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 visit

The School **can** charge for:

- 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)

### **Residential Visits**

The School **cannot** charge for:

- Education provided on any visit that takes place during school hours [s.452 Education Act 1996]
- 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.

The School **can** charge for:

- Board and lodgings and the charge must not exceed the actual cost.

When a school informs parents/carers about forthcoming visits, they should make it clear that parents/carers of children entitled to free school meals, will be **exempt** from paying the cost of board and lodging.

### **Voluntary Contributions:**

- Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school must make it clear to parents that there is no obligation to make any voluntary contribution.
- No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the activity/visit, or the school cannot fund it from some other source, then it must be cancelled and all monies paid will be returned to parents/carers.
- School will make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the activity/visit. The school will make it clear to parents at the outset what their policy for allocating places on school visits will be.
- When making requests for voluntary contributions, parents will not be pressurised into paying as it is voluntary and not compulsory. The school will not send colour coded letters, reminders to make payments, direct debit or standing order mandates to parents.

## **Role of the Governing Body**

The Governing Body has:

- the duty to regularly review the charging policy
- delegated powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;

- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve 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; ▪ the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body.
  
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
  
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher in conjunction with the Governing Body will:

- ensure all parents are fully aware of the:
  - charging policy;
  - remission entitlement;
  
- ensure that all charges are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

## Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;

- be aware of the entitlement to the remission of charges
- be given appropriate notice of any intended charges

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## Training

Training will be provided for the Headteacher and all members of the senior leadership team, and the nominated governor that deals with:

- All aspects of this policy
- Charging
- Remissions
- Equality
- Inclusion

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Reviewed 3 July 2024	Updated in line with current guidance	School Business Manager
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