

***“PASSIONATE ABOUT CELEBRATING
LEARNING, ENJOYMENT AND ACHIEVEMENT
FOR ALL”***



CHARGING AND REMISSIONS POLICY

Date Approved by :	September 2025
Date of next Review: (Annually)	September 2026
Signed – Headteacher	<i>A. NEALE</i>

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

The Governing Body of Tiverton School recognises the valuable contribution that the wide range of curricular and extra-curricular activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing body aims to promote and provide such activities both as part of the school's broad and balanced curriculum for all pupils in the school and as additional optional activities.

Tiverton Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional or enrichment activities, which take place in school time. Parents will be advised that the continuance of an activity may depend on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Education

Tiverton School governing bodies will not charge for the following:

- an admission application to Tiverton School
- education provided during school hours (including the supply of any materials or other equipment)
- education provided outside school hours if it is part of the school's curriculum (including the National Curriculum) or part of religious education

Tiverton School may charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/ her to own them;
- optional extras (see below)

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge may be made for providing materials or equipment. Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum
 - or
 - b) part of religious education.
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Tiverton School may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will 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 a visit, then it will be cancelled. This will be made clear to parents and carers in initial correspondence with them regarding the contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. At no time will Tiverton School send direct debit or standing order mandates to parents when requesting for contributions.

Residential Visits

Tiverton School will not charge for:

- 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, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Tiverton School will charge for:

- board and lodging and the charge will not exceed the actual cost.

When Tiverton School informs parents about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Income Based Employment and Support Allowance (ESA),
- Universal Credits
- the guaranteed element of State Pension Credit

Transport

Tiverton School will not charge for:

- 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 body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, and not part of religious education.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.