




North Elmham CEVA Primary School  
Stibbard All Saints CEVA Primary School



# Flourish Federation

## Charging & Remissions Policy

<b>This policy was ratified by Flourish Federation Governing Body on:</b>	<b>28<sup>th</sup> November 2019</b>
<b>This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)</b>	<b>November 2020</b>
<b>Policy Version:</b>	<b>1</b>
<b>Signed by the Chair of Governors:</b>	 <b>28/11/19</b>

**FLOURISH FEDERATION**  
**CHARGING & REMISSIONS POLICY**  
**(APPENDIX C – OF FINANCE POLICY)**

Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

The Governors have elected to follow Norfolk County Council's Charging Policy; these are the activities and materials for which the Federation will charge:

**Music Tuition**

Vocal or instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the key stage 2 Instrumental and Vocal Tuition Program.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent/carer.

No charge may be made in respect of a pupil who is looked after by the local authority.

**Ingredients and Materials**

Ingredients and materials for practical subjects where parents/carers have indicated in advance that they wish to receive the finished articles.

**Travel**

The cost of travel when a pupil makes use of transport not provided by the local authority or Federation, to travel direct from home to an activity approved of, but not provided by, the authority or Federation.

Schools cannot charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other registered premises where arrangements have been made for pupils to be educated
- Transport enabling a pupil to meet an examination requirement where they have prepared for that examination at the school.

### **Board & Lodging**

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

### **Activities Outside School Hours**

A charge will be made for all non-residential activities, which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by parents/carers. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

### **Residential Trips**

Outside school hours – a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than 50% of the number of half days taken up by the trip. For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Public Examinations**

Charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil is entered for examinations in the same subject with two examination boards.

### **General**

Schools **cannot** 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, part of a syllabus for a public examination 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.

Schools can ask parents/carers for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School equipment
- General school funds

Children or parents/carers unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make

parents/carers aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

### **Remission of Charges**

Only parents/carers who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Persons Tax Credit or Income based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodging charges, which are levied directly by the Local Authority or Federation and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

### **Refund Policy**

If any activity results in a final surplus of more than £5 per child then parents/carers will be given the opportunity of a refund of their overpayment.

Parents/carers who have difficulty meeting any charges should discuss the matter in confidence with the Executive Headteacher.