

1. Introduction

- 1.1 The law on charging in connection with education in maintained schools is set out in the Education Acts. Individual governing bodies are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the governing body unless it has drawn up a statement of its policy.
- 1.2 The Education Reform Act 1988 established the basic principle that the education by any maintained school for its registered students should be free of charge.

2. School Trips

- 2.1 Day Trips - No charge will be levied in respect of day trips that are essential to the National Curriculum.
- 2.2 Residential trips – Essential and Non-Essential

For all residential trips whether they are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations or not, a charge will be levied for travel, board and lodging in the UK and abroad, together with any fees or expenses incurred for the activities.

3. Examination Entries

- 3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination and for any second or subsequent sittings of an examination.
- 3.2 A charge will be levied in respect of examination entries for pupils where the school has prepared the pupil for the examination and
- it considers that for educational reasons the pupil should not be entered and
 - the pupils parent/guardian wishes the pupil to be entered.
- 3.3 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- 3.4 The charge levied in 3.1-3.3 above will be the cost of the examination entry, plus any applicable centre fee.
- 3.5 A charge will be levied for any remark request or copy of scripts post the exam season as requested by the student or parent.

4. Materials for Art, Craft and Design, and Design and Technology

- 4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

5. Music Tuition

- 5.1 At present, West Essex Music Company levies charges in respect of individual music tuition, and group music tuition.
- 5.2 No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- 5.3 Financial assistance may be available when parents of pupils receiving music tuition are in receipt of income support, family credit or jobseekers' allowance.

6. Activities Outside School Hours

- 6.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education that form an essential part of the syllabus for an approved examination.
- 6.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.
- 6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss to Property

- 7.1 A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- 7.2 A charge will be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide

8. Voluntary Contributions

- 8.1 Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

9. Remissions Policy

- 9.1 A residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel, however, charges can be made for board and lodging in these circumstances.
- 9.2 At the discretion of the Governing Body, any of these charges may be remitted in whole or part to parents in receipt of means-tested benefits (as per the Free School Meal entitlement), such as:
- Jobseeker's Allowance – Income Based.
 - Employment & Support Allowance – Income Based.
 - Child Tax Credit at the maximum rate.
 - Guaranteed Pension Credit.
 - Whose income is assessed at the level equivalent to qualify for these benefits.
- 9.2 The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances, following receipt of a Financial Assistance application.
- 9.3 The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Explanatory Notes

1. The charging policy should be re-considered every 2 years by the Full Governing Body; it cannot be delegated to a Committee or the Headteacher
2. It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/guardian of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance.
3. The statutory requirements only apply to charges made by a Governing Body or the LEA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. travel firms).

This document was accepted and ratified by the Resources Committee of the Governing Body

on: 1st October 2020

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Person Responsible: School Business Manager