



## Charging and Remissions Policy

Signed: ..... (Head Teacher)

Signed: ..... (Chair of Governors)

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## Charging and Remissions Policy for School Activities

### 1. Main Principles

1.1. Nottinghamshire LA is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. Nottinghamshire LA schools are resourced accordingly. It is not expected therefore that schools will charge for activities which have been resourced through their budgets.

1.2. The LA recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. The LA accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

1.3. In arranging activities for which a voluntary parental contribution may be sought, the LA expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.

1.4. The LA expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the LA recognises that each school governing body is responsible for its own charging and remissions policy. The LA would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The LA would also wish to remind school governing bodies that pupils may be assisted, at the governor's discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

### 2. Charging Policy

#### 2.1 General position

2.1.1. In recognition of its commitment to free education, Nottinghamshire LA does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document. 3. In arranging activities for which a voluntary parental contribution may be sought, the LA expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.

#### 2.2 School governing body responsibilities

2.2.1. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing

body, although the LA expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

### **2.3 Activities organised by the LA**

2.3.1. The LA may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11th session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the LA.

2.3.2. Pupils participate in these activities on a voluntary basis and the LA reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

### **2.4 Residential activities held during school hours.**

2.4.1 Charges may be made at the discretion of the LA for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for activities of this type will be at the discretion of the Director of Education, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

### **2.5 Activities held outside school hours**

2.5.1 Charges may be made at the discretion of the LA for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- non-teaching staff costs;
- materials, instruments and other equipment.