

# **ST BARTHOLOMEW'S SCHOOL**

## **Charging and Remissions Policy**

**Reviewed by the Governors' Business Committee, Summer 2025**

**Approved by the Full Governing Body, Summer 2025**

**To be reviewed Summer 2026**

### **PURPOSE**

To ensure that the School treats students equitably and in accordance with the DfE Guidance Charging for school activities and the Education Act 1996 (Sections 449-462).

### **GUIDANCE**

Under current Education Legislation, no charge should be made for Education (including the supply of any materials, books, instruments, exam fees and other equipment) which is provided during school hours which fulfil the requirements of the national curriculum. This also applies if 50% or more of the activity occurs in school hours.

Charges may be made for some activities and materials that are known as "optional extras". These can include:

- Education provided outside of school time that is not:
  - part of the national curriculum
  - part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - part of religious education
- Examination entry fee (s) if the registered student has not been prepared for the examination(s) at the school
- Examination fees for re-takes undertaken without preparation by the school and repeat entries e.g. when a student is taking an exam or module for the second or subsequent time.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (e.g. breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- The cost of buildings and accommodation;
- 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
- The cost, or an appropriate portion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

There will be remission of these charges for students who receive the Pupil Premium Grant or Sixth Form Bursary.

Nothing in legislation prevents a school governing body 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 governing body or head should make this clear to parents/carers at the outset. This is the way the School has financed a wide range of activities which the Governors consider valuable for students' education, and it is their hope that parents/carers will continue to support these activities. No student whose parents/carers have not made a contribution for a particular activity will be disadvantaged, but this does mean that unless the majority is willing to make contributions, the activity may not be able to take place.

### **The School**

Governors reserve the right to ask parents/carers to contribute or pay the full cost of breakages, loss or damage to books, ICT or other school equipment or damage to the fabric of the building and its fixtures and fittings other than normal wear and tear. Governors also reserve the right to request that parents/carers make a voluntary contribution (up to the full amount) to the purchasing of specific ICT equipment for their child to use in both school and at home. Separate guidance and agreements for donating towards the cost of ICT devices are sent to parents/carers.

Where parents/carers indicate in advance that they wish to own the finished product of a practical activity, for example in Art or Design Technology, they may be asked to provide or pay for the materials.

No student will be disadvantaged if a parent/carer cannot contribute in this way.

Parents/carers who have any questions about charging for school activities are asked to contact the Headteacher.

### **Music Tuition**

In general, all education provided during school hours must be free; instrumental and vocal music tuition is an exception.

The Charges for Music Tuition Regulations (2007) allows charges to be made for vocal and instrumental tuition – individually and in larger groups provided that the tuition is provided at the request of the student's parent/carer. These charges must not exceed the cost of the provision, including the cost of the staff who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

## **IMPLEMENTATION**

The policy will be implemented with the following:

- The Academic Board
- Leadership and Governor Meetings
- The Examination Officer
- The ICT Manager

- The Business Manager
- The Finance Manager
- Heads of Department/Faculties

The Finance Manager is also responsible for ensuring that appropriate charges are levied including VAT when required by statutory regulations.

#### **ASSOCIATED POLICIES**

- Offsite Activities Policy
- Trips Terms and Conditions

***Agreed by the Full Governing Body at their meeting on 9<sup>th</sup> July 2025.***