



# The Smith Foundation

## Charging and Remissions Policy

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### Policy Details

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<b>Status:</b>	<b>In-house</b>
<b>Approval by:</b>	<b>Sue Ackroyd</b>
<b>Frequency of review:</b>	<b>3 yearly</b>
<b>Lead member of staff:</b>	<b>Caroline Booth</b>
<b>Last reviewed:</b>	<b>Spring Term 2023</b>
<b>Next Review Date:</b>	<b>Spring Term 2026</b>
<b>Policy Number:</b>	<b>WS58</b>

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## 1.0 Aims

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Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

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## 2.0 Legislation and Guidance

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This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

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## 3.0 Definitions

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- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

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## 4.0 Roles and Responsibilities

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### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the principal.

### 4.2 The Executive principal

The executive principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the principal of any concerns or queries regarding the charging and remissions policy.

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## 5.0 Where charges cannot be made to parents / carers

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Below we set out **what the school cannot charge parents / carers for:**

### 5.1 Education

- Admission applications
- Education
- Instrumental or vocal tuition
- Entry for a prescribed public examination
- Examination re-sit(s)

### 5.2 Transport

- Transporting students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a student to meet an examination requirement
- Transport provided in connection with an educational visit

### 5.3 Residential visits

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

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## 6.0 Where charges can be made to parents / carers

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Below we set out **what the school can charge parents / carers for.**

### 6.1 Education

- It is the school policy NOT to charge for any educational items such as books, instruments or other equipment necessary for use whilst at school.

### 6.2 Optional extras

- It is the school policy NOT to charge for any 'optional extras' made available by the school.

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## 7.0 Voluntary Contributions

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There is no obligation, nor will there be any request, for parents or carers to make ANY contribution.

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## 8.0 Activities the school charges for

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The school does not charge parents / carers for any activities.

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## 9.0 Activities the school charges for

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If the school enters a contract to provide services with another school or individual, such as training or selling of services (i.e. therapeutic work), outside of a National Contract with a Local Authority to provide education to a student, a charge will be agreed in advance.

Further information regarding charges and cancellation fees can be found in our training and development programme or by contacting our therapy department.

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

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## 10.0 Monitoring Arrangements

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The Executive principal monitors charges and remissions, and ensures these comply with this policy.

At every review, the policy will be approved by the Executive principal.