



Charging and Remissions Policy

Agreed on: February 2016

Review date: January 2018

1. Introduction

All education during school hours is free. At Frome Vale Academy we do not charge for any activity undertaken as part of our curriculum.

2. DfE guidance

We **cannot** charge for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of our curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school^a.

We **can** charge for:

- any materials, books, instruments, or equipment, where the pupil's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

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;
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

3. Voluntary Contributions

When organising school trips, visits or visitors to enrich the curriculum and educational experience of the pupils, we invite parents/carers to contribute to the costs. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include pupils whose parents/carers have not paid any contribution. We do not treat these pupils differently from any others.

A letter will be sent to parents/carers explaining the nature and the educational value of the proposed trip/visit and the amount of the voluntary contribution.

If a parent/carer wishes their pupil to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the pupil to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request. Parents/carers must also be given the option of paying the contribution over a period of time.

Accompanying adults' charges will be met from school funds.

4. Out of Hours Learning

There may be a charge to cover the costs of tutors or sports coaches who run classes after school. Music tuition will be charged for where pupils receive individual or small group tuition which is outside of the music curriculum.

5. Free School Meals

All pupils on free schools meals are entitled to a packed lunch if they are going on a school visit which crosses over lunchtime.