



Swiss
Cottage
School
Development &
Research Centre

Inclusive
Nurturing
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Charging and Remissions Policy

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People involved in writing this policy:	Senior Leadership Team School Governors
Persons responsible:	Leader of Finance and Premises
Committee responsible:	Finance, Premises & HR Committee
Display/availability:	School Website, From the school on request
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Policy Objectives:

To provide guidance for staff, parents, governors and other stakeholders on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Legislation and guidance

Departmental advice for governing bodies, school leaders, school staff and local authorities revised May 2018.

This advice has been written to provide at-a-glance information and complements the information given in section 7.5 of the Governors Handbook. This advice accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Roles and responsibilities

The Governing Body

The Governing Body of the School is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered by the Principal.

The Principal

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

Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently.

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

Parents

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

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- an admission application to any maintained school;
- 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 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;

- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is 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;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

Charges for Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Parents must agree to their child participating and be willing to meet any charge of providing materials, books, instruments or equipment. These 'optional extras' may include:

- (a) board and lodging on residential visits
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff and teaching staff engaged purely to provide an optional extra
 - non-prescribed public examination
- (c) any other education or transport unless charges are specifically prohibited
- (d) extra-curricular activities and school clubs
- (e) damage caused by negligence

Residential Visits

These require pupils to spend 1 or more nights away from home and all children will have the opportunity for at least one such experience during their time at Swiss Cottage School.

The cost of board and lodging may be charged to parents of participating pupils but will not exceed the actual cost.

Voluntary Contributions

Parents may, at the Principal's discretion, be invited to make a voluntary contribution for activities which are used to expand and enrich children's experiences, such as trips or workshops.

Any request made to parents will make clear to parents:

- (a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- (b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Voluntary contributions will be used to defray some or all of the cost of such activities (whether in relation to the specific activity in respect of which the contribution is requested or to such activities generally).

Remissions

In some circumstances the school may not charge for items or activities set out in sections 5 and 6 of this policy.

School Dinners

School dinners are available at school for a standard charge as set by Camden Council or free for children whose parents/carers are on receipt of state benefits and children entitled to UIFSM (universal Infants Free School Meals) Parents/carers of children eligible for FSM can apply through school.

Monitoring arrangements

The Finance and Premises Lead monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Finance and Premises Lead every 3 years. At every review, the policy will be approved by the Governing Body/Finance, HR & Premises Committee.