

**SHROPSHIRE LOCAL AUTHORITY**  
**EDUCATION ACT 1996**  
**CHARGES FOR SCHOOL ACTIVITIES**  
**POLICY FOR CHARGING AND REMISSION**

**1 General Information on the Charging Provisions of the Act**

Sections 450-462 of the Education Act 1996 contain the provisions relating to Charging for School Activities.

Section 457 requires Local Education Authorities and governing bodies of maintained schools to:-

“... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...”

The areas where charges may be made are:-

Optional Extras	Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
Individual Instrumental Tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in Craft Subjects	Subject to the parents having agreed in advance they wish to own the finished product.
Board and Lodging Charges	At any time (in school time or otherwise), subject to full remission for residential visits taking place, or deemed to take place, in 'school time' to those parents in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit (providing the annual family income does not exceed £16,190 as at 6 April 2012).
Examination Entry Fees	Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

**2 Important Notes Relating to the Charging and Remissions Policy**

2.1 The Education Act 1996 does not debar voluntary contributions by parents. Schools are encouraged to ask parents to accept that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

2.2 Parents are not debarred from making voluntary contributions in any situation. Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit (providing the annual family income does not exceed £16,190 as at 6 April 2012) recipients may voluntarily contribute towards the costs of board and lodging if they so wish.

- 2.3 The Authority does not exclude from its policy any legal option which will allow costs to be kept to a minimum and the level of school activities sustained. Any permissible action that schools can take to encourage parents to make voluntary contributions or which allows them to raise private funds to finance trips and other activities will be sympathetically considered and supported.

### **3 Local Authority Policy for Charging and Remissions**

The law requires that before any charges are made each Authority and governing body must “draw up and keep under review, its own policies in respect of charges and remission arrangements”. The policy needs to set out what will be charged for and also the circumstances in which charges will be wholly or partly remitted.

#### **3.1 Charging**

Where ‘charging’ (as opposed to seeking voluntary contributions) is permissible under the Act, governors are informed that the Council would have no objection to charges being made.

#### **3.2 Remission of Charges**

There must be full remission of charges for board and lodging for pupils whose parents receive Income Support, Income-based Jobseeker’s Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190 as at 1 April 2012,

- who take part in a residential visit either in or deemed to be in school hours; or
- who take part in a residential visit, in or out of school hours which is to fulfil any requirements specified in the syllabus for a prescribed examination or to fulfil statutory duties relating to the national curriculum or to fulfil statutory duties relating to religious education

The Council has decided that:-

- for all residential visits which schools choose to arrange and which qualify for remission, no financial assistance can be provided by the authority and provision will need to be made by schools from their own funds (delegated budgets may be used for this purpose).

#### **3.3 Examination Fees**

Schools should meet, from their budgets, the costs of examination entries as prescribed by Section 402 of the Education Act 1996. The Council would, however, not normally expect schools to meet the costs of entries where charges are allowed.

#### **3.4 Craft Materials**

Where parents are not prepared to meet the costs of materials, such costs will need to be met from schools’ budgets.

## STATEMENT OF CHARGING AND REMISSIONS POLICY

- 1 The Education Act 1996 requires the Governing Body to:-

“... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...”

- 2 The governing body have noted that the Education Act 1996 allows charges to be made in the following areas:-

Optional Extras	Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
Individual Instrumental Tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in Craft Subjects	Subject to the parents having agreed in advance they wish to own the finished product.
Board and Lodging Charges	At any time (in school time or otherwise) subject to full remission to those parents in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190 as at 6 April 2012, for residential visits taking place or deemed to take place in 'school time'.
Examination Entry Fees	Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

- 3 The Education Act 1996 does not debar voluntary contributions being made by parents.

The governing body would wish to try and ensure that the level of visits and activities established at the school continue but emphasise to parents that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The governing body note that parents are not debarred from making voluntary contributions towards the costs of board and lodgings if they so wish in any situation, including those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190 as at 6 April 2012.

- 4 The governing body notes that the Education Act 1996 prescribes:-

- that no charges may be levied for school activities taking place or deemed to take place in school time;
- that voluntary contributions must be genuinely voluntary;
- that there is no obligation on parents to contribute; and
- that pupils will not be treated differently according to whether or not their parents have made any contributions.

The governing body recognises that \* in general, participation in all trips and visits is voluntary and notwithstanding the charging requirement parents have the right, for whatever other reasons, to choose that their children not participate.

\* Should participation in any trip be essential for the fulfilling of the school's duties relates to the National Curriculum, public examinations or the provision of religious education, parents will be so informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents may be prepared to make.

5 The Charging and Remissions Policy for the School will, for the time being, be as follows:-

5.1 The governors reserve the right to make charges where the law allows and as set out in (2) above.

5.2 Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.

5.3 From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.

5.4 Should the governing body choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.

5.5 The governing body have instructed the headteacher to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour.

6 This policy statement will be kept under review.