

## Charging and Remission Policy

Beckfoot Trust Schools as “good practice” follow the guidance stated in The Guide to the Law for School Governors (Appendix 1) with regard to charging for school activities:

Voluntary contributions may be sought from parents/carers for trips/visits/activities for which the school incurs a cost e.g. out of school visits, Food Technology lessons, visiting Artists/Theatre Groups etc.

No pupil will be excluded from an activity, or treated differently, if a contribution is not received from the pupil’s parents/carers.

When school organises an activity that incurs a cost, particularly a residential visit, the trip/visit/activity may be cancelled if insufficient contributions are made. Parents/carers will be informed in advance if this is to be the case.

The School Fund will be used to subsidise the cost of such activities described above, following consultation at with staff involved.

In the event of parents, staff or other professionals requesting copies of files held in school an appropriate charge will be made in line with our Data Protection Policy.

These circumstances are reviewed by Directors annually, when they consider the Annual Approvals documentation in September or October of each year.

### Appendix 1 Charging for School Activities

The following information is an extract from ‘The Guide to the Law for School Governors’ that identifies the circumstances in which schools are required to approve a statement of general policy on charging:

*Education provided during school hours must be free. This includes materials and equipment, and transport provided in school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity. “School hours” are those when the school is actually in session and do not include the break in the middle of the school day. (Guide to the Law Section 23 Point 1 08.)*

*There is an exception to the rule about not charging for activities in school hours. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families (DCSF) to specify circumstances where charges can be made for music tuition. (Guide to the Law Section 23 Point 10 08.)*

*Although schools cannot charge for school-time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) to make school funds go further. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary. Governing bodies should also make it clear that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this should be explained to them at the planning stage. (Guide to the Law Section 23 Point 14 08.)*

*The LA or governing body may not charge for anything unless it has drawn up a statement of general policy on charging. (Guide to the Law Section 23 Point 16 08.)*