

# Charging & Remissions Policy

For Schools within our Collaboration:



At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

**P= personal**  
**R= responsibility**  
**I = in**  
**D= delivering**  
**E= excellence**

Frequency of Review: Every 2 years (or as per Local Authority changes or DfE guidance updates)

Reviewed and Approved by: The Governing Body

Date: Summer Term 2023

Date of Next Review: Summer Term 2025

Reviewers: E Severn & T Mullaney

Signed:  (Chair of Governing Body)

Date: 28/06/2023

## **NOTTINGHAMSHIRE COUNTY COUNCIL**

### **Holgate Primary & Nursery School Sutton Road Primary and Nursery School**

#### **Charging and Remissions Policy**

#### **GENERAL PRINCIPLES**

The DfE regularly publishes advice for schools in England that aims to help governing bodies, school leaders, school staff and local authorities determine their policies on charging and remission for school activities and school visits.

**Nottinghamshire County Council's** charging policy applies the DfE's advice as follows:

1. County Council expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The County Council would also wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

#### **General position**

2. In recognition of its commitment to free education, Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

#### **Activities organised by School - governing body responsibilities**

3. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

#### **Voluntary Contributions**

When planning an off-site visit for pupils the costs are broken down to provide parents with an overall cost. If there are a limited number of places available, the school will make it clear to parents at the outset the arrangements for allocating places on School visits. Voluntary contributions may be sought from parents in respect of off-site visits.

If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

### **Activities organised by Nottinghamshire County Council (NCC)**

4. The Council may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's Nottinghamshire's performing arts groups. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council.
5. Pupils participate in these activities on a voluntary basis and the County Council reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

#### ***Residential activities held during school hours organised by NCC***

Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge.

Any remission arrangements for activities of this type will be at the discretion of the Director of Children, Families and Cultural Services, except in the circumstances described in paragraph 10 below. No pupil will be excluded from any of the extra-curricular activities offered during school hours due to an inability to pay.

#### ***Activities held outside school hours organised by NCC***

Charges may be made at the discretion of the Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- non-teaching staff costs;
- materials, instruments and other equipment;
- entrance fees to places of interest;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Children and Young People's Services.

## **REMISSION POLICY**

1. The Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council.

### **School Clothing allowances (exceptional circumstances)**

2. School clothing allowances are discretionary, and any allowance scheme must be funded by NCC. Discretionary School Clothing Allowance is no longer available to families living within Nottinghamshire.

The Authority retains discretion to consider, under Section 510 of the Education Act and Section 2 of the Local Government Act 2002, requests for assistance from families in exceptional circumstances. Included in this category would be families who have lost clothes in a fire, a flood, theft, have been made homeless or are fleeing domestic violence.

Parents who consider their circumstances to be exceptional should write, giving full details of their individual case, to the Admissions Department, Meadow House.

### **Nottinghamshire Performing Arts - Saturday Centres and Performance Groups**

3. The Council provides a range of Arts-based provision for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive both free school meals and pupil premium. The current level of assistance given amounts to the full travel costs involved, less a defined parental contribution. The parental contributions are reviewed annually.

### **Outdoor and Environmental education**

4. The Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals and pupil premium.

### **Board and lodging charges for residential trips**

5. Any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Council or the school governing body, depending upon who funds the visit, provided that the activity:
  - (i) takes place during school hours, OR

- (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours and the pupil is eligible for free school meals or pupil premium.

### **Arrangements to support pupils in receipt of pupil premium**

Children who attend the schools in the collaboration who are entitled to free school meals or who are deemed as Looked After will be entitled to at least a 50% reduction in fees for After School activities provided by the school. In the event an external provider provides a club, we may also be able to offer a subsidy.

Parents who claim for free school meals or pupil premium may be considered for some support with voluntary contributions for other charged school activities. This will be at the discretion of the Senior Leadership Team and /Chair of Governors.