

Charging and Remissions Policy

The Education Reform Act 1998 establishes that education for registered pupils should be free of charge if it:

- Takes place in school hours;
- Is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- A charge can be made for tuition provided individually or to a group of no more than four pupils for any musical instrument, even if within school hours (except where it is part of the syllabus of a prescribed public examination or part of the National Curriculum, when it must be provided free);
- The school may charge for materials used in school where the parent indicates in advance that their preference or the pupil wishes to own the finished article which incorporated those materials;
- A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question;
- A charge may be made for education provided out of school hours as an optional extra. There should be prior agreement by the parent or guardian to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity;
- The charge for a pupil may not include a share of the cost of remission for any pupil for whom the Governing Body agrees to remit the charge.

Voluntary Contributions

Voluntary contributions can be requested for any of the school's activities. There is no obligation to make a contribution, and no pupil will be treated differently if no contribution is forthcoming. Parents or guardians will, however, be reminded that the failure to raise sufficient contributions to cover the cost of the activity may cause the activity to be cancelled. Voluntary contributions invited from parents will not include a share of the cost of remission for any pupil for whom the Governing Body agrees to remit the charge, nor will they include any element other than those directly related to substantive costs incurred in providing the activity.

Optional Extras

Education outside school hours, which does not fall into any of the "no charge" categories may be charged for. There should be a prior agreement by the parent or guardian of the

child participating and to payment of the charge. Any charge made cannot exceed the cost of provision for each pupil. It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of employment and no charge can be made to cover their costs, nor costs relating to supply cover incurred as a result of providing the activity.

Residential Visits

A 50% remission of board and lodgings charges for pupils whose parent or guardian receives Income Support, Family Credit or Job Seekers' Allowance (income based only, not contributions based) may be available on request from parents if their children take part in a residential visit deemed to be in school hours and deemed to be necessary as part of the school curriculum.

Residential visits are those requiring pupils to spend one or more nights away from home. The cost of board and lodging on a residential visit can be charged to parent or guardian of participating pupils, but must not exceed the actual cost to the pupil. A charge may be made if the visit takes place outside the normal school hours (for example, at weekends or in recognised school holidays).

Music Tuition

At The Free School Norwich, individual music tuition is provided by The Wharf Academy and a charge is made to parent or guardian of the child wishing to learn an instrument through private tuition. The school does not charge for the loan or insurance costs of instruments loaned to pupils. No charge may be made for class music lessons or singing practice provided by The Wharf Academy which are part of the school's main curriculum for music or personalised learning curriculum.

Subsidies

A cost centre will be established each year containing funds, which will contribute towards the funding of outside visits through the provision of travel subsidies. In essence, the school will provide at least partial if not full subsidy for the cost of transport to and from an outside activity, subject to the limits set for the funds within the school cost centre, in cases where the activity is deemed to be part of the school's curriculum.

Remission

The Governing Body will regularly review whether further categories of remission will be set in place within this policy.

Principal: Mrs Tania Sidney-Roberts

Chair of Governors: Mr Paul Bourgeois

Policy approved by: Governing Body – March 2016

Policy Review Date: Winter Term 2017