Head Teacher: Kirsten MacLeod

Newham Pupil Referral Units

Charging and Remissions Policy

Policy reviewed by Strategic Finance and Business Manager:**Autumn term 2025**
Reviewed policy agreed by Head Teacher: **Autumn Term 2025**
Policy to be reviewed next: **Autumn Term 2027**

Introduction

This policy has been developed in accordance with guidance on Charging for School Activities. The purpose of this document is to help the Headteacher and Management Committee set out their policy on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by the local authorities in England. Further information is given in 'A Guide to the Law for School Governors' (Chapter 23). The guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. The guide is also referred to in paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code. Schools must ensure that they inform parents on low incomes and in receipt of benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

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.

Responsibilities

The Management Committee is responsible for determining the content of the policy and Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Management Committee.

The Management Committee recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, visits and residential experiences can make towards students' personal and social education. The Management Committee aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. The committee endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of students, the inclusion of students must not make reference to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

The Management Committee recognise that the legislation prohibits charges for the following:

- 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 prepared for at the school, or part of religious education;
- Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the religious education;
- Entry for a prescribed public examination, if the student has been prepared for it at the school; examination resits(s) if the student is being prepared for the re-sits(s) at the school;
- Education provided on any site that takes place during school hours;

- Education provided on any visit 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 student 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 students on a residential visit;
- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated.
- Transport that enables a student to meet examination requirements when he/she has been prepared for that examination at the school;
- Transport provided in connection with an education visit.

Charges

The Management Committee reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours including clubs;
- The full cost to each student of any activities deemed to be optional extras taking place outside school hours including residential visits;
- Breakages.

Residential Visits

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspection Act 2006 introduced a regulation allowing specification of circumstances where charging can be made for music tuition. Regulations (which came into effect in 2007) provide students with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either National Curriculum or a public examination syllabus being followed by the students.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to students, the Headteacher in consultation with the Chair of the Management Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Clothing

New Directions PRU, Tunmarsh School and Phoenix Provision do have a school uniform. One polo shirt and one sweatshirt will be issued free of charge at the admissions meeting. Additional items can be purchased from the school office. Receipts are to be issued and all payments accounted as income.
The school will supply essential protective clothing when necessary, e.g. safety goggles.

Voluntary Contributions

The Management Committee may ask parents/carers for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contributions and students of parents/carers who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refund will be given.

Parent/carers may also be invited to make a voluntary contribution for the following:

- educational visits which take place outside school hours;
- any activity which takes place outside school hours.

The terms of any request made to parent/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents/carers:

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

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

Remissions

The Management Committee will invite parents/carers to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of the Management Committee will authorise remission.

Review and amendments

The policy will be reviewed by the Finance, Staffing and Premises Committee, who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full management committee for ratification. The management committee reserves the right to review the Charging and Remissions Policy as necessary.