

# Thomas Coram Centre and Nursery School

## Charging & Voluntary Donation Policy



**Thomas Coram Centre  
and Nursery School  
49 Mecklenburgh Square  
London WC1N 2NY**



Reviewed and Approved: November 2019	Next review: November 2021
Reviewed bi-annually	

## **1. Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for.

## **2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## **3. Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

### **4.2 Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

### 5.1 Education

Admission applications for Free Entitlement to Education.

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

## 6. Where charges can be made

### 6.1 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books or equipment. The following are optional extras:

Education provided outside of school time.

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)

Extended day services offered to pupils (such as breakfast clubs, tea clubs)

When calculating the cost of optional extras, an amount may be included in relation to:

Any materials, books or equipment provided in connection with the optional extra

The cost of buildings and accommodation

Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 10. Monitoring arrangements

The head teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed every two years or earlier if required.

At every review, the policy will be approved by the governing board.