



HALBERTON & UPLOWMAN FEDERATION CHARGES AND REMISSIONS POLICY

This policy conforms to DfE advice on Charges and Remissions see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

ACTIVITIES OUT OF SCHOOL TIME

Where an activity takes place OUT OF SCHOOL TIME as an optional extra, the parents of each child participating will be charged, with their prior agreement, the full and actual unit cost of providing the activity. This applies equally to residential visits defined as taking place OUT OF SCHOOL TIME.

No charge however will be made for activities OUT OF SCHOOL TIME which are part of a prescribed public examination syllabus or related to statutory duties in respect of the National Curriculum or religious education.

It should be noted that any member of staff taking children away OUT OF SCHOOL TIME should agree to a separate contract drawn up by the Governors or the LEA. This contract will indicate that the staff member concerned agrees to assume responsibility for the children provided that all out of pocket expenses and unwaived fees are met.

ACTIVITIES IN SCHOOL TIME

No charge may be made for any activity taking place in SCHOOL TIME except for:

- individual music tuition which is NOT part of a prescribed public examination syllabus or linked to the National Curriculum.
- board and lodging on residential visits defined as taking place in SCHOOL TIME
- the cost of entering a pupil for a non-prescribed public examination.
- re-sits of prescribed public examinations where no further preparation has been provided by the school.

Such activities as take place are to be freely available to all pupils regardless of their parent(s) willingness or ability to make a voluntary contribution toward the cost.

(Note that if a parent decides at the "eleventh hour" that their child not previously going on a trip or visit should now attend, or their child not previously going on a trip or visit should now attend, or having paid a voluntary contribution exercises their statutory right to reclaim their contribution, and requests that their child should still freely go on the trip, then this action will jeopardise all future residential or day visits or visits from outside agencies to the school)

Once a debt has been incurred as a result of a booking, no refund can be made, except in exceptional circumstances when a refund may be made at the discretion of staff and governors.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The regulations make clear that charging may not be made if the

teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after.

VOLUNTARY CONTRIBUTIONS/FUNDING

If the activity cannot be funded without voluntary contributions, the governing body or headteacher will make this clear to parents at the outset. The governing body or headteacher will also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled. The school will ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. The school will avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

Therefore, activities taking place in SCHOOL TIME will be paid for

- by voluntary contributions from parents
- from other funds available to the Governors
- direct to a third party who arranges an activity

Voluntary contributions will be invited:

"for the benefit of the school or any school activities"

but it will be made clear that;

- there is no obligation to contribute
- that registered pupils will not be treated any differently according to whether or not their parent(s) have made any contribution in response to that request.

If the "voluntary contribution" method of funding is the preferred option, parents will be advised that any activity is likely to take place only if sufficient voluntary contributions are made.

This policy on voluntary contributions/funding applies equally to visits to schools by outside agencies - for example, speakers, theatre groups and exhibitions which, while not essential to the curriculum, are supportive of it.

Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

COSTS

Direct charging (for OUT OF SCHOOL TIME activities) and voluntary contributions (for IN SCHOOL TIME activities) covers the following costs:

Staff costs but not salaries or expenses normally paid by the Governors or the LEA
Entrance fees
Transport costs
Tuition, e.g. tour guides, local "experts"
Administration costs
Equipment costs

The cost of board and lodging will be met by a direct charge whenever the activity takes place.

The precise interpretation of IN SCHOOL TIME AND OUT OF SCHOOL TIME can be found in the Guidelines for Governors and Headteachers on Charges for School Activities. Devon Education (Yellow Book)

There is no limit to the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions.

Residential activities

Our school will not charge for:

- education provided on any visit 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 pupil 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 pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.**

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- *[Universal Credit]*

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

NOTIFICATION

Parents will be informed as far in advance as possible of all trips and visits that may be offered to their children.

Information will be given on the following:

- Dates
- Times
- Venue(s)
- Likely activities
- Costs, including the "break-even" level of voluntary contributions if all pupils go
- A statement of reasons for cancellation

A return slip will be sent to parents. This will require that they inform the school:

- if they wish their child to take part
- of the amount of voluntary contribution they are offering
- if they wish their child to take supervised and appropriate work in school while the other children in the class/year/school are on this trip.

Parents will be informed of a "cut-off date". If by this time

- there has been a general lack of response, or
- insufficient funds have been raised because there are parents wishing their child to go but not willing to offer any voluntary contribution.

then the trip will probably be cancelled. Any money collected, less any non-returnable deposits, will be refunded.

Failure to send back a return slip will be counted as a desire that a child remains in school under supervision while the trip takes place.

A register will be kept monitoring all trips and visits undertaken by each child in the school. This register will include information on:

- Children who go on trips
- Children who apply to go.

BREAKAGES AND FINES

Parents may be charged the full costs of breakages, damage or loss of any school property. The decision to make a charge rests with the staff in consultation with the Governors.

If a pupil fails to complete a public examination without good reason, the cost of the entrance fee will be recoverable from his/her parents.

PRACTICAL SUBJECTS

Parents may be charged the full cost of materials used within and outside school hours provided that they have expressed, in advance, a wish to own the finished product.

AMENDMENTS

The Governors and staff retain the right to alter or amend the Policy within the statutory requirements of the ERA document 2/89.

Notice of any changes will be given to parents. Changes will not apply to trips or visits already arranged.

This policy is to be read in conjunction with the Safeguarding and Child Protection Policy, Equality Policy, Equality Objectives and the Special Educational Needs & Disability Policy.

Agreed by Resources Committee Dated

Ratified by Full Governors..... Dated

Adopted : March 2018

Review Date : March 2019