



Charging and Remissions Policy

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Introduction

This policy has been formulated in accordance with guidance from the Department for Education October 2014, which refers to sections 449-462 of the Education Act 1996 that sets out the law on charging for school activities in schools maintained by Local Authorities in England. It also complements section 7.5 of the Governors Handbook.

Aim

The aim of the policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship. The policy also identifies areas of activity where a charge may be made and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Board are responsible for determining the content of the policy and the Headteacher and Director of Finance, Premises, and Administration for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Prohibition of charges

The Governing Board recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any statutory materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum or part of the syllabus for a prescribed public examination that the pupil is being 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 religious education;
- Entry for a prescribed public examination, if the student has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education that is provided on any trip 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;
- 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 pupils to be educated;
- Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the school.

Charges

If a charge is to be made for each student, it should not exceed the actual cost of the activity:

- a) Board and lodging on residential visits;
- b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

- a. Travel associated costs;
 - b. Materials and equipment;
 - c. Staff costs;
 - d. Entrance / activity fees;
 - e. Insurance costs.
- c) Any other education or transport fee unless charges are specifically prohibited;
 - d) Extra-curricular activities and school clubs.

Examinations

- e) The College will enter a student for examination in a public examination syllabus that the college has prepared the student for. Students will not be entered if the College thinks there are educational reasons for not entering the student, or if the student's parents/carers ask in writing that the student should not be entered. (In these such cases the request will be discussed with the governing body; the decision will be final and reflect the best interests of the student) ;
- f) An examination fee will not be charged for students who are being entered for an examination for the first time;
- g) An examination fee will be charged to the student/parents if:
 - A student fails without good reason to complete the requirements of any public examination or attend a public examination where the College has originally paid the entry fee;
 - The cost of non-prescribed examinations are taken where no preparation has been provided by the school.

Consideration needs to be given to:

- a) The proportion of the costs where a charge is to be made;
- b) Whether any remission is to extend beyond the statutory minimum;
- c) Whether or not special circumstances is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- d) The level of support from school funds where the level of voluntary contributions is insufficient to fund the visit or journey.

Remissions

Students whose parents are in receipt of the following support payments will, in addition to having free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance (IBJSA);
- c) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the financial threshold for the current financial year;
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Guaranteed State Pension credit;
- f) An income related employment and support allowance.

In respect of (c) above, account will be taken of any revision to the amount as advised by the Authority.

The Headteacher and County Music Adviser for individual music tuition has recommended remission of the charges in individual cases of hardship.

The Headteacher and Governing Body recommend remission of charges in individual cases of hardship for day trips and residential trips based on needs and reasons of individuals and evidence produced.

Voluntary contributions

Parents may be invited to make voluntary contributions for the following:

- a) Costs in support of the college;
- b) Materials and activities within a curriculum area;
- c) Educational trips and visits outside the statutory curriculum requirements;
- d) Student Council Projects.

The terms of any request inviting parents to make a contribution must make it clear that:

- a) There is no obligation to contribute; and
- b) Student's at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- c) If insufficient voluntary contributions are received the college reserve the right to cancel the event.

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.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent. Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Student counselling

The college has a service level agreement with a recognised counselling practice, which we use to support students wellbeing. The use of this service will be means tested and students who are in receipt of pupil premium funding may be eligible for funding towards the cost of any counselling required. Invoices will be raised for other students not eligible.

Non-business recharges

Any non-business costs incurred by the College for individuals in the community and or community groups e.g. photocopying, paper etc. will be recharged using the College's invoice system and will include the appropriate rate of VAT. A 30 day payment is requested.

Revision books and revision packs

The College will purchase revision books for re-sale and provide revision packs (including past papers) for many subject areas. Both revision books and revision packs will be recharged to students at cost on a non-profit basis. Where possible the College will supply revision materials in a digital format; in these instances no charge will be made.

Curriculum subject contributions

The College will make a charge to cover the cost of materials/ingredients for subjects such as design, food technology, art, textiles, and photography (where students take home the finished product).

Damage/loss to property

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or Director of Finance, Premises, and Administration may decide.

Charity fundraising

The College facilitates a number of charity fund raising events throughout the year. Many of these are organised by students who raise money for specific charities nominated by their year groups. The College also has non-uniform days, where students and staff pay for the privilege of not wearing uniform or their normal work clothes for that day. All money given to charity for any of these events is voluntary.