



CHARGING AND REMISSION POLICY

Document Management:

Date Policy Approved: 29 April 2015

Date Amended:

Next Review Date: April 2018

Version: 1

Approving Body: Resources Committee

CHARGING & REMISSIONS POLICY

This policy complies with sections 449-462 of the Education Act 1996 and reflects the Department for Education's Advice for Charging for School Activities, October 2014 [DfE Advice Charging for School Activities](#)

1. Education Activities taking place during school hours

- 1.1 'School hours' are defined as being those hours during which the school is in session, but excluding the mid-day break
- 1.2 No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum. However, a voluntary contribution can be requested.
- 1.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school.
- 1.4 Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.
- 1.5 Parents will be expected to provide items of clothing such as aprons and football boots. The School will continue to provide essential protective equipment such as safety goggles.

2. Educational Activities taking place outside school hours

- 2.1 Charges for activities may be made except where the activities are required either:
 - (a) as part of the syllabus of a prescribed taught public examination;
 - (b) to fulfil statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for a residential visit (see sections 3)
- 2.2 Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The cost of those pupils remitted from charging will need to be met by funds available to the school.
- 2.3 The costs incurred by teachers providing the activity may be included in the costs to pupils.
- 2.4 A pupil's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a pre-requisite to a pupil's inclusion.
- 2.5 Such charges will take into full account any subsidy provided by the Local Authority and reduced accordingly.

3. Optional Extras

3.1 Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- (a) education provided outside of school time that is not:
 - i. part of the national curriculum;
 - ii. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - iii. part of religious education
- (b) examination entry fee(s) if the registered pupil has not prepared for the examination(s) at the school;
- (c) transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- (d) board and lodging for a pupil on a residential visit;
- (e) extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

4. Definitions by the Act

4.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours (see Section 1.1). The charging policy for such an activity will therefore follow 1.1 – 1.5.

4.2 Residential activity is defined as being one which involves pupils spending one or more night's away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50 % or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight of any day). The charging policy for such an activity will therefore follow 1.1 – 1.5 except that:

- (a) the full actual costs per pupil for board and lodging may be charged to the parent, and
- (b) such a cost must be fully remitted if the pupil is in receipt of Free School Meals, and must be met by funds available to the School.

4.3 A residential activity is deemed to take place outside of school hours if the number of school sessions taken up by the activity is less than 50% of the number of half days (12 hours) involved. An appropriate charge may be made to parents unless the activity is required either:

- (a) as part of the syllabus of a prescribed public examination; or
- (b) to fulfil statutory duties relating to the national curriculum or Religious Education in which case only board and lodging costs can be charged and these must be wholly remitted if the child is in receipt of Free School Meals.

5. Activities arranged by a third party

5.1 It would not be appropriate in any way to arrange or help to arrange an activity for which the School has no legal liability. Nor is it anticipated that teachers would be granted leave of absence to participate in such an activity.

6. Entry for Public Examinations

6.1 No charge will be made for a pupil's first entry to any prescribed public examination for which the pupil has been prepared at the School, whether during or outside school hours. Resit examinations will be charged unless the pupil is in receipt of Free School Meals or has suffered illness or a 'life event' that caused the pupil to perform worse in the examination than would normally have been expected.

6.2 Parents and pupils will not be required to provide or pay for any materials (excluding clothing) essential for the purposes of examination entry.

6.3 No charge will be made for transport provided to enable a pupils to take such an examination.

6.4 Pupils will be entered for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared for entry by the School except where;

(a) in the opinion of the Head of School there are educational reasons for not doing so

(b) where the pupil's parents request in writing that the pupil should not be entered.

6.5 Parents will be informed in writing as soon as it has been decided for which examinations pupils should be entered.

6.6 Where the preparation provided by the School would enable a pupil to take two or more prescribed public examinations in the same syllabus the requirement to enter a pupil applies to a single examination entry only. However, no charge will be made to the parents for a 'double' entry of a pupil if the School has prepared the pupil for the examination as part of the curriculum provision.

6.7 Where it is agreed to enter a pupil for a prescribed examination for which the pupil has not been prepared by the School, the full cost of the entry may be charged to the pupil or parents.

6.8 Where a pupil has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:-

(a) entry fee

(b) actual cost of any preparation provided by the School outside school hours.

(c) costs relating to the School's teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.

6.9 Examination entry fees may be recovered from parents if a pupil fails without good reason to complete the requirements for any public examination for which fees have been paid by the School.

6.10 Requirements may include coursework or the sitting of final examinations.

7. Music Provision

7.1 Charges will not be made for class music tuition during school hours.

7.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.

7.3 No charge will be made for group activities e.g. school orchestras, which take place during School hours.

7.4 A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition. The charge must not exceed the cost of provision and can include:

- (a) the cost of the teacher
- (b) the costs of sheet music
- (c) the hire and insurance of a musical instrument.

7.5 No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

7.6 Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Free School Meals, with each case being judged independently and given at the School's own discretion.

7.7 Parents are able to arrange music tuition through the Local Authority Music Service. Arrangements for the payment, period of notice etc. should be arranged directly with the relevant Local Authority Music Service.

7.7 Insurance should be taken out for pupils' own instruments.

8. Voluntary Contributions

8.1 Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that;

- (a) there is no obligation to contribute
- (b) pupils will be treated the same whether or not their parents have contributed there is support for low income families, in which case the child is in receipt of Free School Meals, and this is the criterion used to assess whether support is needed.

8.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating that the activity will be cancelled if insufficient contributions are received. The letter will include:

- (a) the nature of the proposed activity and its education value;
- (b) the contribution per pupil which would be required if the activity were to take place; and
- (c) the activity would not take place if insufficient contribution were forthcoming.

8.3 When the School informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits are exempt from paying the cost of board and lodge:

- (a) Universal Credit in prescribed circumstances;
- (b) Income Support (IS);
- (c) Income Based Jobseekers Allowance (IBJSA);
- (d) Support under part VI of the Immigration and Asylum Act 1999;
- (e) 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 £16,190 (financial year 2013/14);
- (f) The guarantee element of State Pension Credit;
- (g) An income related employment and support allowance that was introduced on 27 October 2008.

9. Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the Local 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.

10. Breakages and Fines

10.1 Parents may be asked to pay for the cost of any damage resulting from a pupil's misbehaviour.

10.2 Parents may be asked to pay for the replacement of any lost or damaged material in the care of the pupil.