



Charging and Remissions Procedures

Amended: July 2021

Next Review date: July 2022

Agreed by the Local Governing Body: October 2021

This Policy will be reviewed on an annual basis by the Local Governing Body and will be adjusted in line with any subsequent guidelines from the DfE.

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 Local Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher or a nominated member of SLT, and the Local Governing Body.

Prohibition of Charges

The Local Governing Body of the School 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 part of a syllabus for a prescribed public examination that the student 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;
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours
- education 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 students to be educated;
- transport provided in connection with an educational trip
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

Charges

- (a) board and lodging on residential visits (not to exceed the costs)

- (b) the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel associated costs
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees/activity fees
 - (v) insurance costs

- (c) individual tuition in the playing of a musical instrument

- (d) re-sits for public examinations where no further preparation has been provided by the school

- (e) costs of non-prescribed examinations where no further preparation has been provided by the school

- (f) any other education, transport or examination fee unless charges are specifically prohibited

- (g) (g) breakages and replacements as a result of damages caused wilfully or negligently by students

Remissions

(Where the local governing body has determined to charge for board and lodging on a school trip the following information must be included).

Students whose parents are in receipt of government support payments may, in addition to having a 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 include:

- a) Income Support (IS)
- b) Income Based Jobseekers Allowance (IBJSA)
- c) Support under part V1 of the immigration and Asylum Act 1999
- d) The guarantee element of the State Pension Credit
- 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 the limit for that tax year
- f) An income related employment and support allowance that was introduced on 27th October 2008.

(Support Payments are subject to change, please refer to www.gov.uk for current information). Parents who believe that they may qualify for this remission should apply in writing to the Headteacher. Complete confidence will be observed in all such matters.

Voluntary Contributions

- ✓ The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible.
- ✓ Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming.
- ✓ No student will be left out of any activity provided in school time because his/her parents cannot or will not make a voluntary contribution.
- ✓ Parents may be asked to make a voluntary contribution towards activities taking place in school time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the school's basic curriculum for religious education.
- ✓ Parents will be asked to meet the full cost of optional extra activities which happen outside school hours, where these activities are not a necessary part of the National Curriculum or religious education.
- ✓ Parents will be asked to meet the full cost for residential courses in school time.
- ✓ Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus of £5 or more per student. Any surplus will be transferred to the Retained Funds Account.
- ✓ Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in groups of up to four.

General fundraising and sponsorship may be used to allow additional activities to take place.

- ✓ No student will be excluded from any activity for which payment is required on the grounds of financial hardship. In cases of financial hardship parents are encouraged to contact the school. The school will use its discretion to offer assistance in any case where there is hardship.
- ✓ Activities outside school hours and not within the National Curriculum are classed as "optional extras". Parents/guardians will be asked to meet the full cost of these activities. In the case of residential experience, every effort would be made to offer value for money but the cost may be quite high. If a student is unable to go on a trip (unless this is because of ill health), after the initial deposit has been paid and a place allocated, they will still need to pay the full cost, unless another student is able to take his/her place.
- ✓ The school will use its discretion to offer assistance in any case where there is financial hardship.
- ✓ Voluntary contributions may be requested from parents to cover the cost of ingredients or materials for practical subjects, particularly where the finished article is kept by the student.
- ✓ Individual music tuition takes place on the basis of private charges between tutors and parents.
- ✓ Parents/guardians will be charged for: extra examination entries; re-sits where the school has not provided additional tuition and entries for examinations not on the prescribed lists.
- ✓ Parents/guardians will be expected to meet some or all of the replacement costs of lost school books or equipment.

- ✓ Parents/guardians will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property.
- ✓ The school sells a variety of materials to students ranging from stationery and calculators to commercially produced revision guides. Prices are set to cover the school's costs.
- ✓ Staff and students may be charged for private use of school facilities, for example, photocopying, printing, postage and phone calls. Charges for private use of school facilities are available from the Trust Business Manager or Head's PA.
- ✓ A refundable deposit may be taken for text books.

Whenever payment is requested, parents are reminded that the school considers sympathetically cases of financial hardship. Parents are encouraged to request support so that individual students are able to benefit from additional educational experiences. Charges for lettings are agreed by the School Business Manager and Headteacher on behalf of the Local Governing Body.