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## **Charging and Remissions Policy**

**Date Policy Drafted: 10<sup>th</sup> December 2015**

**Date of Amendment Review: November 2018**

**Member of staff Reviewing Policy: Principal**

**Approved by Governing Body: Delegated to Principal 10<sup>th</sup> December 2015**

## Summary

Sections 449-462 of the Education Act 1996 sets out the law in charging for school activities in schools maintained by the local authorities in England. Academies (including fee paying schools, studio schools and university technology colleges) are required through their funding agreements to comply with the law on charging for school activities.

We apply the charging policy in line with Section 457 of the Education Act 1996 which allows charges to be made for residential school trips and artefacts made in school and taken home.

## Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and the Principal for implementation. Any determination with respect to individual parents will be considered jointly but the Principal and Governing Body.

The Governing Body recognizes the legislation prohibits charges for the following:

- An admission application to any state funded school – paragraph 1.9(n) of the Schools Admissions Code 2012 rules out requested for financial contributions as part of the admissions process;
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>

<sup>1</sup>It should be noted that "part of the national curriculum" is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum "inclusion statement" (e.g. developing teamwork skills)

<sup>2</sup>However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents

## Charges may be made for:

- Board and lodgings on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras<sup>3</sup>) to meet the costs for:
  - a. Travel
  - b. Materials and equipment
  - c. Non-teaching staff costs
  - d. Entrance fees to museums, castle, theatres etc.
  - e. Insurance costs
- Vocal and musical instrument tuition for individuals, or groups of up to 4 students.
- The cost of ingredients or materials in practical subjects if the parents indicate at the beginning of each year that they wish to keep the finished product
- Re-sits for public examinations where no further preparation has been provided by the school
- Examination fees where a student fails without good reason to sit the exam
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by students
- Extra-curricular activities and school clubs
- Any extended school activity
- Damages/vandalism/loss to and of school property

## Remission

Children whose parents are in receipt of the following support payments will, 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 are:

- Universal Credit in prescribed circumstances (the Government plans to prescribe the circumstances when Universal Credit is fully rolled out)
- Income Support (IS)
- Income Based Job Seeker's Allowance (IBJSA)
- Support under Part VI of the immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the specified sum identified by the Government. (In respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of the State Pension Credit
- An income related employment allowance that was introduced on 27<sup>th</sup> October 2008

<sup>3</sup>Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an "optional extra" and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of parents is therefore essential prerequisite for the provision of optional extras for which charges are made.

## **Voluntary Contributions**

Voluntary contributions may be requested from all parents for school activities in or out of school time where such activities can only be provided if there is sufficient voluntary funding.

Parents will be invited to make a voluntary contribution for the following:

- Boards and Lodgings costs during residential visits where parents are in receipt of relevant support payments (see Remissions) above
- Costs incurred during Travel Independence Session (e.g. cost of travel by public transport, use of café etc.)
- Costs incurred through participation in a courses provided by external providers (e.g. cost of lunches at College of F.E.)
- Costs incurred through participation in Work Experience Placement (e.g. additional cost of lunch, travel arrangements, specialist clothing etc.)

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents that:

- The contribution is genuinely voluntary and a parent is under no obligation to pay
- Registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- School may be unable to provide the activity or event if there is insufficient funding.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

## **School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals.

## **Other Charges**

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost providing such services e.g. for providing a copy of an OFSTED report or a Freedom of Information request.