



Bishop Rawstorne Church of England Academy

## Charging and Remissions Policy

*I have come in order that you might have life - life in all its fullness*

*John 10:10*

**FORTITER ET FIDELITER**

*Bravely and Faithfully*

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

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**Review date:** November 2020

**Next review date:** November 2021

**Reviewed by:** Mrs Hood

**Approved by Finance & Resources Committee – November 2020**

## **THE CHRISTIAN COMMUNITY**

Bishop Rawstorne is a diverse, welcoming, Christian learning community committed to nurturing respectful and responsible citizens, empowering ALL learners to flourish.

### **Statement of Intent**

Bishop Rawstorne is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Signed by:

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

## **Introduction**

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- 'Our Funding Agreement'

## **Charging for Education**

Subject to the exceptions detailed within this policy, the school cannot charge for education or educational activities provided during school hours (including the supply of any materials, books, instruments or other equipment).

## **School Trips**

### **Day Trips**

No charge will be made in respect of educational trips that take place during normal school hours or are part of the school's published curriculum. Where day trips take place outside of normal school hours which are not part of the school's published curriculum a charge will be made up to the full cost of the trip including administrative costs and contingency. The school may choose to subsidise part of the cost.

### **Essential Residential Trips**

For residential trips that are essential to the school's published curriculum a charge will be made in respect of the board and lodging costs.

### **Optional Residential Trips**

For non-essential residential trips (eg ski trip, sports tours, foreign language trips, exchanges) a charge will be made up to the full cost of the trip including administrative costs and contingency. The school may choose to subsidise part of the cost.

### **Rewards Trips**

Occasionally the school will run non-educational trips as a reward to students (eg theme park, shopping centre visits) during school hours. A charge will be made up to the full cost of the trip including administrative costs and contingency. The school may subsidise the cost of reward trips.

## **Voluntary Contributions**

For trips where a charge cannot be made the school may ask parents to make a voluntary contribution towards the cost of the trip. No child will be excluded from an activity, or treated differently, because their parents are unable or unwilling to contribute. However, where voluntary contributions are insufficient to cover the cost of the trip then it may have to be cancelled.

## **Materials**

Where a parent has indicated in advance that they wish to retain items produced as a result of art, design and technology and textiles then a charge may be made up to the full cost of materials used. The school may choose to subsidise part of the cost.

In the case of food technology, students usually provide their own ingredients, but if the student forgets, the school may be able to provide the ingredients and make a charge.

## **Textbooks**

Textbooks are provided free of charge; however, in some subjects additional revision guides are available and for such a charge will be made up to the full cost of the book.

Where students wish to annotate textbooks (eg English literature books) then a charge will be made up to the full cost of the book.

Textbooks provided free of charge remain the property of the school and must be returned after use.

## **Equipment, uniform and other clothing**

The school may provide items of equipment (eg stationery, aprons), uniform (eg blazers, ties) and other clothing (eg hoodies) for sale to students, for which charges will be made. Although such items are usually sold at cost the school reserves the right to sell these items at a profit. Profits generated are used for the benefit of the school or may be donated to other charities.

## **Exam fees**

Where a student has been prepared for a prescribed public examination at the school then no charge will be made for the exam entry fee. Where the school has not prepared the student for the examination then a charge will be made up to the cost of the entry fee.

If a student wishes to re-sit an examination already taken, in an attempt to try and improve the grade, a charge will be made up to the cost of the entry fee.

Where the school has prepared a student for the examination and considers that for educational reasons the student should not be entered but the student's parent wishes to over-rule this, a charge will be made up to the cost of the entry fee. If the student subsequently passes the

examination then the school may refund the cost.

Where a student fails, without good reason, to complete the requirements of any public examination (i.e. failure to attend or early departure) for which the school paid, then a charge will be made up to the cost of the entry fee.

Where behaviour is deemed to be a risk of disruption to others then a charge may be made for the cost of individual invigilation.

The school reserves the right to withhold exam certificates until payments are made.

### **Catering**

The school has a catering contract. Two systems are used for payment of meals: cash loading and online payments.

Both online and cash payments are made through the school's payment systems and automatically allocated to the correct student accounts.

Students entitled to free school meals (FSM) are allocated their FSM allowance daily.

### **Music tuition**

In accordance with the Charges for Music Tuition (England) Regulations 2007, charges will be made for vocal or instrumental tuition where the tuition is at the request of the student's parent and is not an essential part of the school's published curriculum. The charge will not exceed the cost of the provision, including the cost of the staff who provide the provision.

### **Instruments**

It is permitted by HM Revenue & Customs for musical instruments to be purchased by the school and sold to students excluding VAT, allowing the 20% VAT saving and any trade discounts to be passed on to the student. The parent of the student will be invoiced for the cost of the instrument, net of VAT. Once settled, the school will order and pay for the instrument from the supplier.

### **Damage/Loss to Property**

A charge will be made in respect of wilful damage, neglect or loss of School property (including premises, furniture, equipment, books and materials). The charge may be the cost of replacement or repair, or such lower cost as the Business & Finance Manager may decide.

A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge may be the cost of replacement or repair, or such lower cost as the Business & Finance Manager may decide.

## **VAT**

The school is VAT registered and as such VAT will be charged on any goods, services and activities provided to students where it is applicable.

Assuming certain criteria set out by HM Revenue & Customs is met then the majority of goods, services and activities supplied to students fall outside the scope of VAT, even on goods, services and activities that would normally be subject to VAT.

Where educational goods, services and activities are sold at a profit then VAT will be charged where applicable.

Where non-educational goods, services and activities are sold to students, even at cost, then VAT will be charged where applicable.

## **OTHER CHARGES**

### **Photography**

School portrait photographs are provided by a third party and parents purchase these directly from the third party. The school receives a commission on these sales.

### **Events, shows and productions**

The school may make a charge for entrance to events, shows and productions run by the school and its students. Profits generated are used for the benefit of the school and may also be donated to other charities.

### **Fundraising**

The school may hold fundraising events and activities which may seek to raise funds from students, parents or the general public. Fundraising may be for the benefit of the school or on behalf of other charities.

### **Miscellaneous services**

The school may charge for miscellaneous services up to the cost of providing such services.

### **Remissions**

The Governing Body may remit, in full or in part, charges in respect of a student if considered reasonable in the circumstances.

The Governing Body may decide not to make a charge in respect of a particular activity if considered reasonable in the circumstances.

Charges may not be made where a student is in receipt (or registered for) of free school meals. Parents in receipt of the following benefit may be eligible for exemption or reduced charges:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit at the current published rates
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of the remission will be made by Headteacher/Headteacher in consultation with Chair of Governors.

The pupil premium criteria will operate alongside this charging and remissions policy.

Further guidance is available from the Education Reform Act 1988: Charges for School Activities and Charging for Educational Activities in Lancashire Schools.

### **School trip refunds**

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account the cost to the school, including alternative provision cost.
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss the options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that a student or their parents cancel their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account the reason for cancellation, whether the school will be reimbursed for the student's place on the trip, and whether the place on the trip can be offered to another student.

- Where a student or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.
- In the event that a student cannot attend a trip at the last minute (eg. due to illness), it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account whether the school will be reimbursed for the student's place on the trip and whether the place on the trip can be offered to another student.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all students and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures.

#### Monitoring and review

This policy will be reviewed annually by the Finance and Resources Committee.

The next scheduled review date for this policy is November 2021