Burrowmoor Charging and Remissions Policy

Statutory framework

The Charging Policy at the Burrowmoor Primary School is the application of the Education Act 1996, sections 449 – 462, to all activities of the School.

Purpose

To be in line with the above statute, and to be fair in its application to all school users.

Education

Schools and local authorities can charge for:

- Any materials, books, instruments or equipment where the child's parent/carer wishes them to own them;
- Optional extras (see below); and
- Music and vocal tuition, in limited circumstances.

The School will meet examination fees except where:

- The pupil fails to submit work or attend timetabled examinations
- Fees for re-scrutiny or examination results
- Fees for examination entry against the advice of the School
- Fees for examination of privately prepared courses.

Optional Extras

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:

- education provided outside of School time that is not:

a) part of the National Curriculum; or

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at School; or

c) part of religious education.

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at School;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/Local Governing Body have arranged for the pupil to be provided with education); and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
    - non-teaching staff;
    - teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
    - the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during School hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Parents are responsible for the purchase of materials for practical subjects if the pupil is to own the finished product and if the agreement is confirmed in advance.

Voluntary Contributions

Voluntary contributions may be requested for the benefit of the School or any School activities. However, if the activity cannot be funded without voluntary contributions, the Local Governing Body or Headteacher will make this clear to parents at the outset. The Local Governing Body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no pupil should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions to School funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

Residential Visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 pupil is being prepared for at the school, or part of religious education; and

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

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

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- 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 total published by HMI each financial year.
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

Transport

The School **cannot** charge for:

- transporting registered pupils to or from the School premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Local Governing Body or local education 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.

Parent's will be responsible for travel costs incurred between home and work experience location.

Education partly during school hours

Where an activity takes place partly during and partly outside School hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School and not part of religious education.

Non-residential activities

If 50% or more of the time spent on the activity occurs during School hours, it is deemed to take place during School hours. Time spent on travel counts in this calculation if the travel itself occurs during School hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during School hours, it is deemed to have taken place outside School hours. For example, an excursion might require pupils to leave School an hour before the School day ends, but the activity does not end until late in the evening.

Residential visits

If the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during School hours (even if some activities take place late in the evening). Regulations require that the School day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during School hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 School sessions, so the visit is deemed to have taken place during School hours.

Example 2: Visit outside School hours

Pupils are away from School from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 School sessions, so the visit is deemed to have taken place outside School hours.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of School property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The School will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance

Committee. For users connected to the School, e.g. staff, the charge will be based on the site staff overtime costs.

Other charges

The Headteacher, Finance Committee or Local Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.