



**BURTON  
BOROUGH  
SCHOOL**

# Charges and Remissions Policy

Policy Reviewer	Rita Barton Sarah Naylor Sam George	Date of Review	October 2023
Date discussed with Governors	23 <sup>rd</sup> October 23	Date of next Review	Autumn 2024

## Key to Acronyms

LA	Local Authority
CLL	Community Learning Lesson

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be available to all students regardless of their families' ability or willingness to help meet the cost.

The Governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students at the school and as additional optional activities.

## 1. The Legal Position

### a) General

In general, no charge can be made for admitting students to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the Education Reform Act 1988. Guidance came in the Circular 2/89, Education Reform Act 1988: Charges for School Activities.

The Circular explains that:

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours.
- For the National Curriculum programme out-of-school hour(s?).
- For statutory religious education.
- For a prescribed public examination prepared for by the school.

### b) Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the student, without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the Governing Body or LA originally paid or agreed to pay the entry fee.

An examination entry fee may also be charged to families if:

- The examination is on the set list, but the student was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the student to take it.

### c) Admission

No charge can be made in connection with admission to a maintained school.

### d) Finished products

Where families have expressed a wish, in advance, to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) **a charge can be made at cost price. Families must know the charge** for the product in advance.

**e) Board and lodging**

A charge can be made for board and lodging on residential educational visits/activities, but families who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Guidance on how to check the eligibility (for remission of charges) of [students](#) whose families receive tax credits can be accessed via the Teachernet website at [www.teachernet.gov.uk](http://www.teachernet.gov.uk) see item 8

**f) Transport**

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

It is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours.

**g) Voluntary contributions**

Families may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time (50% rule). However, NO student may be excluded from the activity for not having paid the contribution.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regrettably the activity will be cancelled.

The Principal and Governing Body may ask families for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School funds generally.

**h) Permitted charges**

The following are permitted charges:

- Charges for board and lodging on trips.
- Costs for lost and destroyed school property and breakages.
- Any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum).
- The cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and families must agree to their student receiving the optional extra.
- The cost of entering a student ([student](#)) for a public examination not prescribed in regulations, and the cost for preparing the student ([student](#)) for such an examination out of school hours.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school.

In all cases where a permitted charge is likely to be made, families must be told the amount in advance.

### **i) Activities partly during school hours**

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

- **Non-Residential Activities:**

If 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for.

- **Residential Activities:**

The number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a student ([student](#)) would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

## **2. School Policy**

The law allows governing bodies ([Governing Bodies](#)) to charge only for the defined activities if they have first made a policy on charging and remissions. This document will set out the intended charges in more detail.

Families will be made aware of the policy and where/how it can be viewed. This requirement should be set out in each maintained school prospectus.

## **3. Third Parties**

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third-party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the students taking part, as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Principal must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

## **4. The School Charging Policy**

As stated in Section 1, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **a) Practical subjects**

Where families have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the

materials used by the student. Families will be required to provide ingredients for Food Technology lessons.

**b) Residential Trips**

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from a family member with parental/[carers](#) responsibility is required stating that they are willing to pay the charge.

**c) Activities Outside School Hours**

The full cost to each student of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

**d) Sport**

Students who are selected for County or regional matches or sports meetings are assisted on request. Fees are paid for entry to these events.

**e) Breakages and Fines**

Families may be charged for damage to, or loss of school property caused wilfully or negligently by their student.

**f) Privilege Student Status Uniform**

Families will be asked to purchase Platinum Ties at cost price from the school.

**g) Other charges**

Where items are purchased specifically for students to purchase for their own personal use such as Revision Guides, memory sticks, stationery etc., items will be sold at the cost price.

All charges to families are made at cost price with an additional minimal online transaction fee set by the payment facilitator.

## **5. Voluntary Contributions**

The Governing Body reserves the right to ask families for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School funds generally.

Families may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying student will be excluded on the grounds of non-payment of voluntary contributions.

If however, there are not enough funds raised by voluntary contributions to cover the cost of the trip/activity, [\(the\)](#) school reserves the right to cancel the trip/activity and refund any contributions made. An alternative activity will then be arranged.

## 6. Private Use of Facilities

Private use of the telephone and photocopying facilities by students are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

## 7. Remissions

As advised in statutory guidance, families of students who are in receipt of the Student Premium Funding may also be entitled to a partial, or in some circumstances full, remission of charges. Free School Meals eligibility criteria is available on Telford & Wrekin Council's website and is also listed below:

- Income Support.
- Income based Jobseeker's Allowance (IBJSA).
- Income related Employment and Support Allowance.
- Support under part V1 of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Student Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income (as assessed by HMR&C) of no more than £16,190.
- Employment and Support Allowance (income related).
- Universal Credit, provided you have an annual net income of less than £7,400 a year (which is after tax and not including any benefits you may get. (close brackets)

When arranging a chargeable activity eligible families will be invited to contact each student's Assistant Head of Year, in confidence, for the remission of charges in part or in full to be considered. The school reserves the right to authorise or decline the request for remission and will be based on individual student academic need.

## 8. Trips - Cancellation and Refunds for School Trips and Visits

When booking a trip, the school will set out a payment plan to which families must adhere. The family member with parental/carer responsibility will be asked to sign to agree to the terms and conditions of the payment plan and accept the student's (student's) place on the trip may be cancelled if the payment dates are not met.

### Cancellation – General

If a family wishes to cancel a student's (student's) place they will need to do the following:

- Submit a request to cancel in writing to the Trip Leader.
- Deposits are **NON-REFUNDABLE** (unless the trip or visit is cancelled by the school, or another student (student) takes up the place in adequate time).
- If a family decide to cancel at any time during the period after the initial deposit has been paid and up to and including the final payment date/day of travel, they will be liable for any payments in relation to the trip in line with the Tour Operator's cancellation policy. A copy of their policy will be made available on request.

- If a student's (student's) place on a visit or trip is cancelled due to medical grounds, a letter of cancellation **must** be accompanied by a letter from their GP explaining why the student (student) can no longer attend. The claim will be assessed by our insurers.
- Cancellation for ANY other reason will follow normal procedures.
- In the event a trip or visit is cancelled due to circumstances beyond the school's control, (the) school will endeavour to recoup any payments already made to external providers and refund families accordingly. Legal advice will be sought in any cases whereby the external providers withhold any monies owing to the school preventing, a refund to families.

**Please note that any trips or visits that are organised through an external travel agency will be subject to the school's cancellation policy PLUS any costs incurred relating to the cancellation. Most companies will charge administration costs (you will be advised of the exact amount) and this MUST be paid at the time of cancellation notification, if the trip/visit has been organised externally.**

The school has the right to withdraw a student (student) from the trip/visit should matters deem it necessary to do so. In these circumstances the school reserve the right to withhold the non-refundable deposit, and also any monies paid towards the cost of the trip/visit UNLESS another student can fill the place.

Please note that every case will be judged on its merits and the school reserves the right to amend any of the above accordingly.

## **9. Non- student related charges**

### **a) Private Photocopying and Laser Printing.**

The following charges will apply:

- Internal: Mono A4 2p per copy/A3 4p per copy.
- Internal : Colour A4 6p per copy/A3 12p per copy.
- External: Mono A4 5p per copy / A3 10p per copy.
- External : Colour A4 10p per copy/A3 20p per copy.

At the discretion of the Business Manager large volumes may attract a slightly reduced charge.

### **b) Laminating**

A charge of 30p per sheet A4 internal.

A charge of 60p per sheet A4 external.

A charge of 60p per sheet A3 internal.

A charge of £1.20 per sheet A3 external.

### **c) Binding**

Charges for document binding will be:

- £1.00 per document internal.
- £2.00 per document external.

**d) Lettings**

Any request to hire the schools' facilities is at the discretion of the school. The Governing Body have delegated this role to the Business Manager.

Use of the facilities by external agencies will be charged as follows:

▪ Main Hall (part)	£22.00 per hour
▪ Main Hall (exclusive use)	£50.00 per hour
▪ Dining Hall	£15.00 per hour
▪ Music Room 3	£12.50 per hour
▪ Sports Hall (full)	£33.00 per hour
▪ Sports Hall (half)	£18.00 per hour
▪ 4 badminton courts	£33.00 per hour
▪ 2 badminton courts	£18.00 per hour
▪ Tennis Courts (3)	£30.00 per hour
▪ IT Classroom/Food Tech Classroom	£26.50 per hour
▪ Classroom	£10.00 per hour
▪ Football Pitch	£12.00 per hour
▪ Playing Field (part)	£12.00 per hour
▪ Playing field and grids	£14.00 per hour
▪ Playing Field (exclusive use)	£30.00 per hour
▪ Playground	£10.00 per hour
▪ Conference Room	£10.00 per hour
▪ Open Learning Area	Price on request

The school has a variety of areas for hire for private events. Prices are agreed by the School Business Manager dependent on location and duration.

Charges for charities and supported groups i.e. Guides, Scouts etc are available on request.

Any agreement to hire the School Facilities will be done through a binding contract document, and action will be taken if school property is damaged as a result of the hire.

Non-payment of invoices will result in the termination of hire.

Clubs/Organisations will be required to hold their own Public Liability Insurance.

Hirers are required to indicate on the Booking Form whether they include U18s in their club/group. If they tick yes, they are required to provide a copy of their Safeguarding Policy which is shared with school's Designated Safeguarding Lead.