



## Charging and Remissions Policy

<b>Applicable to:</b>	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
<b>Approval body:</b>	Resources Committee	

**Status:**

<b>Statutory policy or document</b>	Yes
<b>Review frequency</b>	Governing Body to determine
<b>Approval by</b>	Governing Body to determine

**Publication:**

<b>Statutory requirement to publish on school website</b>	Yes
<b>Agreed to publish on school website</b>	Yes

**Review:**

<b>Frequency</b>	<b>Next Review Due</b>
Every two years	September 2021

**Version Control:**

<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
Business Manager (BW)	18 September 2017	0.1	Draft policy for SVF based on Local Authority model and DfE advice
<b>Changed by</b>	<b>Revision Date</b>		
Business Manager (BW)	21 September 2017	1.0	Final approved version for publication
Business Manager (BW)	7 December 2017	1.1	Amendment to review frequency
Business Manager (BW)	10 May 2018	1.2	Minor amendment to Child Tax Credit reference in section 4.2
Business Manager (BW)	13 November 2019	1.3	Fully rewritten and updated in line with DfE Charging for School Activities advice (May 2018) and Key for School Leaders model policy (October 2019), including the list of benefits eligible for remissions
Business Manager (BW)	22 November 2019	2.0	Final approved version for publication

## 1 Policy aims

### 1.1 Our federation aims to:

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will be made

## 2 Legislation and guidance

2.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

2.2 We use the following definitions in this policy:

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

## 3 Roles and responsibilities

3.1 The **governing body** has overall responsibility for approving the federation's Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Executive Headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

3.2 The **Executive Headteacher** is responsible for ensuring staff are familiar with the federation's Charging and Remissions Policy, and that it is being applied consistently.

3.3 **Staff** are responsible for implementing the federation's Charging and Remissions Policy consistently, and notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

3.4 **Parents** are expected to notify staff or the Executive Headteacher of any concerns or queries regarding the federation's Charging and Remissions Policy.

## 4 Where charges cannot be made

### Education

- Admission applications
- 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
  - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

- Examination resit(s) if the pupil is being prepared for the resit(s) at the school, except where a post-16 student resits an examination resulting from an initial examination failure or in other circumstances as set out in the Education and Skills Funding Agency's funding guidance for young people

### Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### Visits

- 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
  - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - religious education
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit

## **5 Where charges can be made**

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Community facilities

### Optional Extras

5.1 We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - the national curriculum
  - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education)
- Practical resources where the finished product will be going home
- Use of lockers

- Reward and social trips
- Extra-curricular sporting activities
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

5.2 When calculating the cost of optional extras, an amount may be included relating to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

5.3 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

5.4 Any charge will not include an element of subsidy for any other pupils who wish to take part but whose parents are unwilling or unable to pay the full charge.

5.5 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.

5.6 Parental agreement is necessary for the provision of an optional extra which is to be charged for.

#### Music Tuition

5.7 Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is at the request of the pupil's parent.

5.8 Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

5.9 Charges cannot be made:

- if the teaching is an essential part of the national curriculum
- if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- for a pupil who is looked after by a local authority

5.10 If pupils make use of an instrument provided by the school or local authority, a charge may be made in respect of the maintenance of the instrument.

#### Residential Visits

5.11 We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## Examination Fees

5.12 In line with the Education and Skills Funding Agency's funding guidance for young people, we may charge for post-16 examinations and resits if:

- the required attendance or completion of work has not been achieved
- the pupil fails, without good reason, to sit an examination that the federation has paid for
- a pupil resits an examination resulting from an initial examination failure

## **6 Voluntary contributions**

6.1 We may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. These opportunities might include a visit to a theatre, historic site, art gallery or museum, or travel to or use of swimming pools.

6.2 These activities and visits would be in support of the curriculum and therefore deemed desirable but not essential. Because they are not classed as requirements that we cannot charge for (as set out above), the federation is able to ask for voluntary contributions from parents to fund activities or visits during school hours which would not otherwise be possible.

6.3 Voluntary contributions or provision of goods in kind may be requested from parents for materials for practical lessons (e.g. Design Technology, Food Technology or other subject areas as the governing body may from time to time determine), if parents indicate in advance a wish to own the finished product.

6.4 There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

6.5 If the federation is unable to raise enough funds for an activity or visit then it may be cancelled.

## **7 Remissions**

7.1 In some circumstances, the federation may not charge for items or activities set out in this policy. This will be at the discretion of the governing body and will depend on the activity in question.

7.2 Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (paid for four weeks after an individual stops qualifying for Working Tax Credit)

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)

7.3 Where activities are organised and charged by a third party e.g. independent tour operator, the federation may provide for full or partial remission of charges.

## **8 Damages**

8.1 We will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

8.2 Charges for damages may include third party contractor costs, and federation site team working time costs.

8.3 Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.

8.4 Culpability of individuals with regard to damage liability will be established by:

- written statements of admission by those identified
- corroborative written statements by witnesses
- review of Closed Circuit Television (CCTV) footage

8.5 Parents will be directly invoiced by the school. A staged payment period will be considered by the Business Manager on application and subject to mutual agreement.

8.6 Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the local authority's legal department for recovery.