



Wellfield Academy

CHARGING AND REMISSIONS
POLICY

1. INTRODUCTION

Wellfield High School 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.

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'
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- School Information (England) Regulations 2008

2. CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry students between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer.
- Entry for a prescribed public examination including re-sits if the student has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to make any contribution.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

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

School Meals

The school does not charge for students who are entitled to free school meals. Students who are not entitled to free school meals will be charged as decided by the local authority.

Optional Extras

Charges may be made for some activities which are detailed below:

- Education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education).
- Board and lodging for a student on a residential visit (subject to remission arrangements).
- Extended day services offered to students (for example breakfast club, after school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

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 service.
- The cost of buildings and accommodation.
- 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 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.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Damage to Property and Breakages

Where school property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.

3. REMISSIONS POLICY

There will be no charge for board and lodgings for students whose parents are receiving specified benefits. This is subject to change but usually equates to students being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the [DfE website](#).

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Parents may apply for remission of charges in whole or part towards the charges and this will be dealt with on a case by case basis. Exceptional circumstances for remission may be considered by the Executive Headteacher and governing board.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

4. COMPLAINTS

The school encourages parents who are not satisfied with arrangements and support provided by the school to discuss their concerns directly with the school. If the issue is not resolved with the school, a formal complaint can be made via the Wellfield High School [Complaints Procedure](#), which is available on the school website.

5. POLICY REVIEW

This policy is reviewed annually by the Executive Headteacher and Chair of Governors.

The next scheduled review date for this policy is February 2021.

Signed by:			
Mrs L Gwinett	Executive Headteacher	Date	February 2020
Mrs C Gaynor	Chair of Governors		

Appendix A

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).