




Approved by: Finance Sub-Committee	Date: 7 th May 2024
Signature: (Chair of Governing Body)	
Full name of signatory:	Mrs Susan Webb
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Revision Date	Summary of Changes	Owner/Editor
21/02/2023	Parent/Carer Application for a Reduction in Charges or Voluntary Contributions amended	Mr T Davies
07/05/2024	No amendments	Mr T Davies

CHARGING & REMISSIONS POLICY

Introduction

The Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

The purpose of this policy is to set out the circumstances under which the school will:

- levy a charge to parents/carers;
- grant a remission (reduction or cancellation) of normal charges; and
- ask for voluntary contributions.

1. CHARGING

Admissions

No charge shall be made in respect of admissions.

Education Provided During School Hours

Education provided during school hours for registered students is free of charge if it takes place wholly or mainly during school hours, (school hours do not include the break in the middle of the day). Parents/carers will not be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours **except** where parents/carers have indicated in advance their willingness to purchase the products for a student to own.

Education Provided Outside School Hours

Education provided outside of school hours is free of charge only if it is provided as part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

School Trips and Visits

Non-Residential Trips

No charge will be levied in respect of day trips that take place during school hours or are part of the National Curriculum.

Residential Trips

For residential trips **essential** to the National Curriculum, statutory RS or in preparation for prescribed examinations a charge will be levied for board and lodging unless a student is exempt. See Remissions, Section 3.

For residential trips which are **not essential** to the National Curriculum, statutory RE or in preparation for prescribed examinations **and** the amount of school time on the trip is **less than 50%** of the total time of the trip, a charge will be levied up to the full cost of the trip.

For residential trips which are **not essential** to the National Curriculum, statutory RE or in preparation for prescribed examinations **and** the amount of school time on the trip is **more than 50%** of the total time of the trip a charge will be levied for board and lodging only.

Determining if an activity is in or outside school hours

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. Travel occurring during school hours counts in the calculation. School hours do not include the break in the middle of the day.

Residential Trips– definition of the school day

If the number of school sessions taken up by the trip is 50% or more of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, 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: Students 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: Students 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.

Music Tuition

Although 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/carers. 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(1) of the Children Act 1989).

Public Examination Entries

The school cannot charge for:

- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The school will charge for the recovery of examination and associated fees in the following circumstances:

- if the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the school has paid an entry fee;
- if the registered student has not been prepared for the examination(s) at the school;
- if the examination entries are at the request of parent/carers and are for additional subject entries which are not supported by the school;
- the cost of appeals to Examination Boards based on parental requests – payment must be made before the appeal is lodged; and
- the costs for posting examination certificates not collected at Presentation Evening.

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:
 - a) not part of the national curriculum;
 - b) not part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - c) not part of religious education.
- 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; and
- extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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

Where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students 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.

Other Costs

Material and Ingredients

Charges may be made for materials or ingredients required for practical subjects where parents/carers have indicated in advance their desire to own the product.

Damage to School Property

Charges may be made for lost or damaged school property e.g. text or exercise books, equipment and wilful damage to school property, equipment or furniture

2. Voluntary Contributions

Where the school cannot levy charges and it is not possible to provide additional activities within the resources ordinarily available to the school, the school may request or invite parents/carers to make a voluntary contribution towards the cost of the trip or activity

These may be requested for any activity taking place during or outside school hours and including residential trips. There will be no obligation for a parent/carer to contribute. Students will not be treated differently according to whether or not their parent/carer have contributed. There is no restriction placed on the use which can be made of such contributions.

If an activity/trip etc cannot be funded without certain voluntary contributions and these are not forthcoming, the activity/trip will not take place.

The school believes that no student should be disadvantaged as a result of home or family background circumstances and encourages parents/carers of students entitled to Free School Meals or Pupil Premium to apply for a remission of voluntary contributions. See Section 3.

3. Remission (reduction or cancellation) of Charges

The Headteacher has the discretion to remit (wholly or partly) any charge which would otherwise be payable in accordance with this charging policy.

The school believes that no student should be disadvantaged as a result of home or family background circumstances and encourages parents/carers of students entitled to Free School Meals or Pupil Premium to apply for a remission of voluntary contributions.

For Educational Residential Trips (wholly or mainly in Term-Time) the school will remit in full the cost of board and lodging where the parents/carers of a student are in receipt of the following support payments or if the student is eligible for Free School Meals (FSM).

- 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 State Pension Credit
- Child Tax Credit
- Working Tax Credit
- Universal Credit.

Residential trips not essential to the National Curriculum that take place wholly or mainly during school holidays will not be eligible for remission of any charges.

To apply for the remission of charges or voluntary contribution parents/carers are requested to complete the form attached and returned to student reception or the teacher organising the trip. The form will be treated in the strictest confidence.



Parent/Carer Application for a Reduction in Charges or Voluntary Contributions

Student Name:	PLG:	RAD Number:
Name of School Trip:		Date of Trip:
OR Item required:		
Full cost of Trip or Item: £	Amount able to pay <i>(must be completed)</i> : £	
Name of Parent /Carer:	Contact Number <i>(to discuss form if necessary)</i> :	
Signature of Parent/Carer:	Date:	

Reason for application

- | | |
|---|-----------------|
| 1. <u>Student currently eligible for Free School Meals or within the last 6 years</u> <i>If unsure of dates say YES - the school will check them when the form is received.</i> | YES / NO |
| 2. <u>Other reason(s) for applying.</u> <i>The school uses eligibility for FSM as an indicator of financial hardship. If your child is not eligible for FSM please provide your reasons for your request in the space below. All information will be treated in confidence.</i> | |
| 3. <u>Staggered payments.</u> <i>If you are able to pay but need more time, this can be agreed. Please provide details below of what you can pay and when.</i> | |

Please return this form to the teacher organising the trip or to the finance office.

The school will contact you regarding this application as soon as possible.