



CHARGING & REMISSIONS POLICY

Date of review: 7th November 2018

Date approved by governors: 12th December 2018

Next review date: December 2021

1. Introduction

As legislated by the Education Reform Act 1988 (as amended), 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 Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition. This policy has also been framed with regard to the DfE guidance 'charging for school activities' (October 2014)

2. Education

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum following the guidance below:

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances
- community facilities³

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

³ The powers to provide community facilities are under s.27(1) of the Education Act

1. School Hours

School hours are those when the School is actually in session. They do not include the mid-day break. School hours are as follows:

08.45 - 09.00	Core Time
09.00 - 10.00	Period 1
10.00 - 11.00	Period 2
11.00 - 11.20	Morning Break
11.20 - 12.20	Period 3
12.20 - 1.20	Period 4
1.20- 2.00	LUNCH
2.00 - 3.00	Period 5

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 evening.

Residential Visits

Charges may be made for the actual board and lodging during residential school trips. The cost must not exceed the actual cost of the provision for the pupil. If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses.

No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits:

- Universal Credit in Prescribed Circumstances (Yet to be confirmed by the Govt)
- Income Support
- Income-based Job Seekers Allowance (IBJSA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Families' Tax Credit is not also received and the family's income does not exceed £16,190 (as assessed by HMRC)
- The guaranteed element of State Pension Credit and
- An income related employment and support allowance that has been introduced since October 2008.

Please note that people claiming Working Tax Credit can no longer use this benefit as an exemption from charges.

2. Pupil Premium

The pupil premium will only be used to supplement expenditure on individual students where the activity will directly impact on achievement and progress. It will also be used to facilitate the purchase of services or resources to support groups of Pupil Premium students e.g. staffing, teaching assistants, materials etc.

3. 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;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (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 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.

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. Therefore, 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.

Transport

No charge can be made for:

- 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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Music Tuition

The Charges for Music Tuition (England) regulations 2007 underpins this policy.

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).

No charge will be made for instrumental and vocal tuition in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Childrens Act 1989) (including instrument hire, music books etc.).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and the appropriate committee of the Governing Body and may vary depending on size of group, length of lesson and type of instrument.

Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements set by the local authority where it is subsidising the provision.

Material and Ingredients

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

Examination Fees

- (i) Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. Entries to non-prescribed examinations, whether or not prepared by the school, will also be charged
- (ii) If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.
- (i) Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school cannot be charged for. However, if the pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

4. Damages and Losses.

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

5. Voluntary contributions

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parent(s)/guardian(s) to contribute to the cost. All contributions are voluntary.

If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parent(s)/guardian(s) unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Voluntary contributions can be requested and the following wording should be included as part of the letter home to parents informing them about a visit/activity.

'We request a voluntary contribution of _____ for this visit/activity to take place. If you have any concerns about this please contact trips@bramhallhigh.stockport.sch.uk, as all pupils will benefit from participating in this activity.

Parents / Guardian(s) have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school which may require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Activities which require transport expenses

- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events
- Overseas visits/activities

The school is not in a position to subsidise visits and activities. Therefore, a voluntary contribution will be requested. If the school does not receive sufficient voluntary contributions the visit or activity may need to be cancelled.

For students whose parent(s) or guardian(s) is/are in receipt of any of the benefits listed above, or who are in the pupil premium cohort, the school may provide a subsidy where school determine the visit or activity will directly impact on achievement and progress.

6. Refund Policy

The school must ensure that the provision of services for students, (ie excursions, activities, overseas trips) do not incur direct costs to the school, nor cause the school to run at a loss.

If a refund is requested certain guidelines need to be adhered to, as outlined below. All claims for reimbursements must be made in writing within 7 days of the event.

Should an event/activity be cancelled, refunds to parent(s)/guardian(s) may be made in cash for small amounts, by transfer to the student's lunch account or by forwarding a cheque to the parent/guardian for the amount to be refunded. Parent(s)/guardian(s) are contacted to determine how the refund will be made and are given the option of claiming the refund or donating the amount to the school.

Should a parent/guardian seek a refund of excursion money paid to the school because of the inability of the student to attend (for example, because of illness) a refund is to made in accordance with school refund policy by payment to the parent/guardian and **not by cash** to the student.

Refund of deposits for residential visits

When confirmation of a place has been received an initial deposit must be paid which will be determined by the total cost of the trip or as requested by the travel company. **All initial deposits for activities are non-refundable and will be retained.**

Deposits will only be returned in exceptional circumstances and are dependent upon a full paying replacement being found and if sufficient funds are available after the trip has taken place, or if covered by an insurance policy eg medical reasons. **(Disinclination to travel is not covered by insurance).**

Payment plans are drawn up in order to meet the payment deadlines required by the tour companies / coach companies / flight operators etc. therefore unless the student is replaced the refund of any payments made may not be possible.

If a child/parent changes their mind or moves school and withdraws from the trip then a refund of any further monies paid above the deposit will depend on the school's ability to cancel or refill the place. If the child is withdrawn at a late stage, the parents will be required to pay the full cancellation costs even though the child does not go. Any administrative costs incurred by the school will be met by the parents/guardian(s) of any child that withdraws from the activity. Charges are made by providers upon receipt of the first deposit so the school will be charged in full for the places reserved.

The school reserves the right to refuse, or remove a student from a trip at any point if that student's behaviour has given major cause for concern or if it is felt that the student's presence on such a visit could pose a risk to himself/herself or others. In the case of this arising before departure, there would be a loss of the deposit paid by the parent, and any cancellation costs incurred by the school (which may be the full costs) may be charged to the parent. If, during a trip, a pupil's behaviour is dangerous to him/herself or others, or brings the school into disrepute, he/she is liable to be sent home by the trip leader. In such cases, parents would be informed of the means by which a pupil will be sent home and they will be liable for the transport costs.

The cost of trips/activities charged or requested is an informed estimate of the actual cost. Any small surplus of money will be donated to the school fund/transferred to student support, so that the school can provide assistance to students who are unable to fund the whole balance and are in receipt of specific benefits outlined in the school's charging policy or can support trips or activities that might otherwise have to be cancelled due to insufficient voluntary contributions being raised.

Following the trip, if parental contributions have exceeded the costs incurred, a refund will be offered as follows:

- 5% or less of the overall trip cost to the student (with a minimum amount to be refunded of £20) the balance will be transferred to the Student Support Fund.
- Over 5% of the overall trip cost to the student (providing that this figure is greater than £20) the balance will be refunded to the participating students.
 - £20 or less: the balance will be transferred to student support.

Parent(s)/Guardian(s) are given the option of claiming the refund or donating the amount to the school.

7. Remissions.

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body may waive all or part of the charges for the board and lodging element of a residential activity within school hours, where the parents of a student who would normally be liable but are receiving the benefits outlined under Residential

Visits.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.