

# Charging and Remissions Policy

Implemented Policy on: June 2015
Policy to be reviewed again on: May 2018

### **Rationale:**

This policy is intended to:

1. Ensure that during the school day, all children have full and free access to a broad and balanced curriculum
2. Provide clarity over when parents can be asked to contribute funding towards the cost of activities, materials etc.
3. Provide clarity over when parents/carers may receive remissions to support the cost of activities

This policy conforms to the requirements of the Education Reform Act 1988, from Circular 2/89 and the Education Act 2002.

This policy should be read in conjunction with Digitech policies on Visits, Health and Safety and Curriculum.

### **Roles and Responsibilities:**

The Principal will ensure that parents are made aware of this policy and where it can be consulted by making reference to it in the school prospectus.

The Principal will ensure that all staff are aware of the policy and its implications for any visits they may organise.

The Principal will ensure that where school funds are used to provide remissions, the School Council are informed.

All staff will ensure that they are fully aware of this policy and its scope and that no charge is made to parents unless it comes within the terms of the policy. Where staff are in doubt, it is their responsibility to seek guidance from the Principal.

### **Processes/General Principles:**

The general principle is that no charge can be made for education in school hours (excluding the midday break) in maintained schools.

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 hours; for statutory religious education; and for a prescribed public examination prepared for by

the school.

### **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).

### **Admission**

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

### **Finished products**

Where parents 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. The parents must know the charge for the product in advance.

### **Board and lodging**

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges (see 'Remissions' below).

### **Transport**

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

### **Voluntary contributions**

Parents may volunteer to pay for any educational activity, and schools may request voluntary contributions for any visits/activities both inside and outside school time. However, NO student may be excluded from the activity for not having paid the contribution.

### **Permitted charges**

The following are permitted charges:

- charges for board and lodging on trips;
- costs of 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 parents must agree to their child receiving the optional extra;
- The cost of entering a student for a public examination not prescribed in regulations, and the cost for preparing the student for such an examination out of school hours; and
- 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 the parents must be told the amount in advance.

### **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; and
- 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 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.

### **Third parties**

Following careful checking, the school will sometimes use a third party to provide some educational activities (e.g. music tuition). It is permissible for such third parties to charge parents/carers. The Principal will write to parents who wish their children to be involved in such activities, to clarify the terms and conditions of any agreement they enter into with any third party. The school will ensure that the monies are paid directly to the third party organisation. In such cases, if the activity is in school time, the school would have 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 employed by the school taking part in the activity, would also have to be granted leave of absence. Heads would have to consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

## **Remissions**

Section 200 of the Education Act 2002 states that, in addition to receiving free school meals, children whose parents/carers are in receipt of the following support payments, are entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

Income Support

Income Based Job Seeker's Allowance

Support under part V1 of the Immigration and Asylum Act 1999

Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed £15,000.

Usual free school lunch entitlement verification procedures should be applied when considering remission of these charges. In addition to making them aware through the availability of this policy, wherever possible, the Principal will advise parents/carers of their right to funding if they are receiving these benefits. In addition to the above, in cases where parents/carers are experiencing financial hardship, the school may undertake to support students' participation in activities or with the purchase of materials etc. by providing all or part of the costs from school funds. This will be at the discretion of the Principal following discussion with parents/carers. Funds for remissions will be drawn from one of two sources. Either the 'Scholarship Fund', held by the Local Authority, or a contingency fund (KIN60) financed through the Standards Funds. The Principal will provide details of any such support to the Governors' Finance Committee.

## **Monitoring:**

The School Council will monitor the impact of this policy by receiving an annual (autumn) financial report on activities that resulted in charges being levied, the subsidies awarded (without giving names) and the sources of those subsidies.