



Charging and Remissions Policy

Company Secretary

Trust Finance and Resources Committee

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Aut-17	3	Aut-20	Adapted from Coopers Policy Aut-17



Charging and Remissions Policies

No charges or remissions will be made unless covered by this Charging Policy.

The Trust **cannot** charge for:

- an admission application;
- 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 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;
- tuition for students learning to play musical instruments if the tuition is required as part of the 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;
- 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. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents.

The Trust **can** charge for:

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

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 curriculum;
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the School; or
 - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the School;
- transport that is not 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; and
- board and lodging for a student on a residential visit.

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;
- associate 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, 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 are unwilling or unable to pay the full charge.

Furthermore 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 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.

Voluntary Contributions

Nothing in legislation prevents a School governing body or local authority from asking for voluntary contributions for the benefit of the School or any School activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher/ head of school should make this clear to parents at the outset. The governing body or head teacher/ head of school **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on School visits will be.

When making requests for voluntary contributions to the School funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

Residential Visits

The Trust **cannot** charge for:

- 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 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; and
- supply teachers to cover for those teachers who are absent from School accompanying students on a residential visit.

The Trust **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When The Trust informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs)
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition.



Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

School Clubs

Optional clubs run by external providers which take place on school premises will set their own charges.

Transport

The Trust **cannot** charge for:

- transporting registered students to or from the School premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student 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.

Guidance on School travel is available on the Department for Education website

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. The Trust will only make a charge for the activity outside school hours if it is not part of the curriculum, not part of a syllabus for a prescribed public examination that the student 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 students to leave school an hour before the School day ends, but the activity does not end until late in the evening.

Residential visits

If the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, 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.

Breakages

Schools will not charge for accidental damage of property. However, deliberate or wilful acts which result in breakage or damage to school property will be charged at a replacement rate. Parents/carers will be expected to pay for the replacement rather than the original.

Remissions

Pupil premium funding will be used to support wider opportunities, receive small group work, to access outside professionals, to access educational resources and auxiliary aids, attend clubs which may require additional fees, subsidise school trips in school hours. The Principal or Head of School should be contacted to make an enquiry.