



## **Charging and Remissions Policy**

### **1. Aims**

The College aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### **2. Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

### **3. Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### **4. Roles and responsibilities**

#### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and HR Committee.

#### **4.2 Principal**

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The College will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents are may raise with the College any concerns or queries regarding the charging and remissions policy.

## **5. Where charges cannot be made**

The College cannot charge for:

### **5.1 Education**

Admission applications

Education provided during College hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside College hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for by the school
- 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 by the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) by the school

### **5.2 Transport**

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 board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination by the school

Transport provided in connection with an educational visit

### **5.3 Residential visits**

Education provided on any visit that takes place during College hours

Education provided on any visit that takes place outside school hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for by the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## **6. Where charges can be made**

Below is set out what the College can charge for:

### **6.1 Education**

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. The College will normally make a charge under this provision in Design Technology and Food. There may be similar charges from other teaching departments from time to time.

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) by the College and the pupil fails, without good reason, to meet any examination requirement for a syllabus

### **6.2 Optional extras**

The College is able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for by the school
- Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) by the school

Transport (other than transport that is required to take the pupil to College or to other premises where the local authority or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

### **6.3 Calculation of Costs of Optional Extras**

When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during College hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music tuition**

The College may charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **6.4 Residential visits**

The College can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the College is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the College may ask parents for voluntary contributions include:

- School trips
- Transport to Sports Fixtures

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the College is unable to raise enough funds to cover the cost for an activity or visit then it will be cancelled.

## **8. Activities the College charges for**

The College will charge for the following activities:

Insert activities that your school charges for, e.g. breakfast, after-school and sports clubs.

For each activity, explain how the charge is calculated. For example, does the charge include transport, building or insurance costs?

For regular activities, the charges for each activity will be determined by the governing board and reviewed in [month] each year. Parents will be informed of the charges for the coming year in [month] each year.

## **9. Remissions**

In some circumstances, the College may decide not to charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Principal and will depend on the activity in question.

The College policy is to remit all charges for:

- All after school clubs
- Breakfast Club

### **9.1 Remissions for residential visits**

In planning residential visits, the College will consider the impact on participation of the cost of board and lodging. The College Principal will have discretion to remit charges for pupils from families in receipt of benefits that qualify them for free school meals, Pupil Premium students or other cases of exceptional hardship.

## **10. Monitoring arrangements**

The College Business Manager monitors charges and remissions at an operational level and ensures these comply with this policy.

This policy will be reviewed by the Principal and the College Business Manager.

At every review, the policy will be approved by the Finance and HR Committee.