



Charging & Remissions Policy

17.09

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Document Control

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Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. This charging policy has been compiled in line with DoE requirements and in accordance with s457 of the Education Act, 1996. In doing this, our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on school premises.

Admissions

No charge will be made for admissions.

School Meals

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the catering company, Aspens.

Activities for pupils that take place during school hours (School hours are those when school is actually in session and do not include the breaks in the middle of the school day)

No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 7).

No charge will be made for transport during school hours e.g. to swimming.

A charge may be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

1. a necessary part of the curriculum
2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
3. part of the school's basic curriculum for religious education

Optional Extras

We may charge for some other activities that take place outside school hours. The Head Teacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Head Teacher and the Governing Body.



Where we make a charge, the total collected will not significantly exceed (to allow for rounding) the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs that we can legally recover are as follows:

1. teaching staff engaged under contracts for services purely to provide an optional extra
2. non-teaching staff
3. any materials, books, instruments or equipment provided in connection with the optional extra
4. transport to an activity outside school hours.

Activities that take place partly during school hours either on or off site (non-residential)

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours and will apply the same criteria to charging as set out in section 3.

If the majority of time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in section 4.

Residentials

Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

Board and lodging – We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases either no charge or a reduced charge will be made for board and lodging. (See section 9 for guidance on details of legal entitlements to remissions).

Travel – If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential – If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 4).

Music tuition within school hours

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 within school hours for children in care (including instrument hire, music books etc).

We will charge for all other instrumental and vocal tuition requested by parents/guardians and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be



determined by the Head Teacher and the Governing Body and may vary depending on size of group, length of lesson and type of instrument.

Where we make a charge for instrumental and vocal tuition within school hours, we will remit charges for pupils on free school meals as defined in section 9 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children. The cost of entry to any external exams will be charged. If a student wishes to take an instrument home, a charge may be made to cover the cost of insurance.

Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in Local Authority guidance.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.

Voluntary contributions

We may in certain circumstances ask parents/guardians to make a voluntary contribution towards activities that are exempt from charging e.g. school trips.

Where we do ask for voluntary contributions, we will make it clear that children of parents/guardians who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents/guardians.

Lettings

At the head teacher's discretion, the school may make its facilities available for educational or community purposes to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Governing Body and a contract drawn up for each individual user. For users connected to the school, the charge will be based on the site staff overtime costs.

Letters – Proof of Attendance / Proof of Residency

Proof of Attendance Letters - parents/legal guardians seeking official letters from schools that confirm the admission and/or the attendance of their children at the school - there will be no charge for these letters, only proof of address and the original request letter will be required.



Proof of Residency Letters - parents/legal guardians seeking official letters from schools that confirm their residency - there will be a £10 charge per letter plus proof of address and the original request letter will be required.

This money will be given to a charity chosen by the Governing Body at the end of each financial year.

Other charges

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. selling of uniforms, café. The total collected will not significantly exceed the cost (to allow for rounding) of such services.

