CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

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Approved by Leadership Team on: 25th January 2018

Approved by Finance Committee on: 7th February 2018

Approved by Full Governing Body:
Chair: Mr. A. Harrison
Date: 7th March 2018

Signature: ___________________________

Next Review Date: March 2021

ALL POLICIES CAN BE VIEWED ON ONE DRIVE OR A COPY CAN BE REQUESTED BY EMAILING office@beaconsfield.school.
1.0 Introduction

1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a student’s education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

1.2 The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy.

1.3 There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

1.4 They have different limitations as set out below.

2.0 Voluntary Contributions:

2.1 Nothing in legislation prevents a school Governing Body 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 Headteacher should make this clear to parents at the outset. The Governing Body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

2.2 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 must 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.

2.3 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. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

3.0 Permitted Charges:

3.1 Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school’s remissions policy).

3.1.1 Materials & Textbooks
Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
3.1.2 **Music Tuition**
Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

3.1.3 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.

3.1.4 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 National 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).

3.1.5 **Residential Activities/Activities Outside School Hours**
If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

3.1.6 **When is an activity held in school hours?**
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 two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

**Example 1: Visit during school hours**
Students are away from noon on Wednesday to 9 pm on Sunday. This counts as nine half days including five school sessions, so the visit is deemed to have taken place during school hours.

**Example 2: Visit outside school hours**
Students are away from school from noon on Thursday until 9pm on Sunday. This counts as seven half days including three school sessions, so the visit is deemed to have taken place outside school hours.

3.1.7 **Examination Entries**
A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination.

(a) A charge will be levied in respect of examination entries for students where:-
- The school has prepared the student for the examination.
- It considers that for educational reasons the student should not be entered.
- The student’s parent/carer wishes the student to be entered (or student him/herself when over 18 years old).

(b) In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
(c) A charge may be levied for students re-sitting an examination.

(d) A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

4.0 Damage/Loss to Property
4.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

5.0 Lettings
5.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body.

6.0 Other charges
6.1 The Headteacher, Finance Committee or Governing Body will levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. Administration time will be costed at £10 per hour plus 5p per A4 page of any photocopying.

7.0 Remissions Policy
7.1 Where non-chargeable education is provided during a residential visit, the parents of a student who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

7.2 Under current regulations children whose parents receive the following support payments are eligible to apply for free school meals:
- Income Support.
- Income based Jobseeker’s Allowance.
- Income-related Employment and Support Allowance.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

7.3 Where charges are to be made by the Governing Body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school’s remissions policy.