



CHARGING AND REMISSIONS POLICY

Date of last review	January 2017	Date of next review	January 2022
Review period	Five years	Owner	OFC
Type of policy	Statutory		

1. Introduction

- 1.1. 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.
- 1.2. This policy sets out our approach to charging and remissions. Our intention is to ensure transparency in setting charges so that all our pupils are able to access all the provisions on offer.
- 1.3. This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2. Admissions

No charge will be made for admissions.

3. Free school meals

- 3.1. No charge will be made for school meals for pupils who qualify for statutory remissions.
- 3.2. A charge is made for pupils not entitled to free school meals, where a parent/carer chooses for the pupil to receive a school meal, unless the relevant local authority funds the universal provision of free school meals.

4. Public examinations

- 4.1. No charge will be made for the entry fee if the pupil has been prepared for the examination at the school.
- 4.2. We reserve the right to charge parents/carers any other examination fees which may be incurred.
- 4.3. We may charge parents/carers the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the principal, in conjunction with the chief executive.

5. Activities that take place during school hours (school hours are those when school is actually in session and do not include the break in the middle of the school day).

- 5.1. No charge will be made for activities provided during school hours (including the supply of any materials, books, instruments, or other equipment, with the exception of certain music tuition - see section 9).

- 5.2. No charge will be made for transport during school hours, for example to swimming. A voluntary contribution may be sought for this and other activities, which are exempt from charges (see section 13).
- 5.3 A charge may be made to cover the cost of materials, books, instruments, or other equipment where the pupil's parents/carers have confirmed in advance that they wish to own the finished product.

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

- 6.1. No charge will be made for an activity that takes place outside school hours when it is:
 - 6.1.1. a necessary part of the curriculum;
 - 6.1.2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - 6.1.3. part of the school's basic curriculum for religious education.
- 6.2. We may charge for some other activities that take place outside school hours, known as "optional extras". The principal, in conjunction with the chief executive, will decide which optional extras we make a charge for. The levels of charge (including any remissions) will be set annually by the principal, in conjunction with the chief executive. Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent/carer 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 we can legally recover are as follows:

- 6.2.1. teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- 6.2.2. non-teaching staff;
- 6.2.3. any materials, books, instruments, or other equipment provided in connection with the optional extra;
- 6.2.4. transport to an activity outside school hours;
- 6.2.5. board and lodging for a pupil on a residential visit;
- 6.2.6. 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.
- 6.3 Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

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

- 7.1. Where 50% or more of the time spent on a non-residential activity occurs during school hours, it is deemed to take place during school hours, and we will apply the criteria to charging set out in section 5. Time spent on travel counts in this calculation if the travel itself occurs during school hours.
- 7.2. Where less than 50% of the time spent on a non-residential activity falls during school hours, it is deemed to have taken place outside school hours, and we will apply the criteria to charging as set out in section 6.

8. Residential visits

Residential visits 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 visit. Each school day is divided into two sessions. A half day is a twelve hour period starting at noon or midnight.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

- 8.1. **Board and lodging**-we will charge pupils an amount up to the actual cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours except where pupils are legally entitled to remission (see Appendix 1). In such cases no charge will be made for board and lodging.
- 8.2. **Travel**-if the residential visit is classified as being within school hours, no charge will be made for travel costs (a legal requirement), although a voluntary contribution may be sought. Where the residential visit 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).

- 8.3. **Activities on residential visits**-if the residential visit is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential visit is classified as being outside school hours, a charge may be made for the educational activities provided where these are optional extras (see section 6).

9. Music tuition within school hours

- 9.1. 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).
- 9.2. We may charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the principal in conjunction with the chief executive and may vary depending on size of group, length of lesson and type of instrument.
- 9.3. Where we make a charge for instrumental and vocal tuition within school hours we may remit charges for pupils on free school meals (see appendix 1) as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all pupils.

10. Childcare

- 10.1. We will charge families for any childcare offered for pupils before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed by the principal in conjunction with the chief executive.
- 10.2. We may choose to subsidise the cost of providing childcare if funding is available from external sources; we may not use any other element of the school budget for this purpose.
- 10.3. We will charge for breakfast club.

11. Damage to property and breakages

- 11.1. 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 principal, in conjunction with the chief executive.
- 11.2. 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 principal, in conjunction with the chief executive.

12. Remissions and concessions

- 12.1. We will comply with legal requirements for remissions.
- 12.2. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the principal in conjunction with the chief executive. The circumstances in which concessions are applied will be reviewed.

13. Voluntary contributions

- 13.1. We may in certain circumstances invite parents/carers to make a voluntary contribution towards activities that are exempt from charging, while making it clear that there is no obligation to make any contribution.
- 13.2. Where we do ask for voluntary contributions, we will make it clear that children of parents/carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if his/her parents/carers do not contribute.
- 13.3. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents/carers.

APPENDIX 1

Statutory remissions

Pupils whose parents receive one of the support payments below are legally entitled to remission of the costs of board and lodging associated with a residential visit:

- Universal Credit (as prescribed by the government)
- Income Support (IS)
- Income Based Jobseeker's Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credits, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- the guarantee element of State Pension Credit
- an income related employment and support allowance.