



## **Charging and Remissions Policy**

2020/21

## Charging and Remissions Policy

1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term 'parents' means all those having parental responsibility for a child.)

### 2 Charging

2.1 All charges for income of any nature must be made through the Administrative Team by the School Business Manager / Administrative Officer responsible for raising invoices. Likewise all monies received for such income must be directed to the School Business Manager / Administrative officer who is solely responsible for the receipt of all income entering the school. Official school receipts will be issued for all monies received. Monies may be submitted to the class teacher but must be in a sealed envelope as school staff except those in the office are not allowed to handle monies. Envelopes for monies are available at most entry points to the school and at the main office.

2.2 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- i. *school trips and residential in school time (Appendix 1)*: the board and lodging relating to the residential experience and outdoor pursuit courses;
- ii. *Activities outside school hours (Appendix 1)*: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii. *Materials and ingredients*: the cost of materials or ingredients for art and design, food, hospitality and catering, if parents have indicated in advance that they wish to own the final product;
- iv. *Acts of vandalism and negligence*: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil;
- v. *Optional Extras*: charges may be made for costs relating to optional extras as defined in Appendix 2. 1
- vi. *Examination fees related to instrumental or sports lessons*: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any examination for which the school has paid an entry fee, the Governing Body may seek to recover the fee from the parent.
- vii. There may be a charge for examination entry where there is a request from the

parent for additional subject entries to be made which are not supported by the school e.g. to support sports achievement.

### **3 Remissions (reduction in the amount you pay)**

3.1 Where the parent of a student is in receipt of qualifying state benefit (Appendix 3), the Governing Body may remit (reduce) in part or full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time.

3.2 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission in consultation with the Chair of Governors.

### **4 Insurance**

4.1 Any insurance costs will be included in charges made for trips or activities except where covered by the school annual trip insurance.

### **5 Voluntary contributions**

5.1 Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. All parents will be asked to make voluntary contributions for some visits.

### **6 Monitoring, Evaluation and Review**

6.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

### **7 Additional opportunities for funding**

7.1 Any parent may also apply for additional funding from The Deanery Welfare Trust. Please consult the school website or contact the Head Teacher in strictest confidence to discuss.

## **Appendix 1 1 Non Residential Activities**

1.1 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 breaks during the day.

1.2 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 the school an hour before the day ends, but the activity does not end until late in the evening.

### **2 Residential visits**

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

#### **3 Example 1: Visit during school hours**

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

#### **4 Example 2: Visit outside school hours**

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

## **Appendix 2 1. Optional Extras**

1.1 Charges may be made for some activities that are known as “optional extras” and include:-

i education provided outside of school time that is not:

- a) part of the National Curriculum;
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- c) part of religious education.

ii transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with

education;

iii board and lodging for a pupil on a residential trip;

iv any materials, books, instruments, or equipment provided in connection with the optional extra.

v non-teaching staff;

vi teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;

vii 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.

1.2 Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may 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 trip.

1.3 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.

### **Appendix 3 1 Remissions**

1.1 When the school informs parents about a forthcoming trip, they should make it clear that parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging and to what extent:

i Income Support; ii Income-based Jobseekers Allowance; iii Support under part VI of the Immigration and Asylum Act 1999; iv Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the HM Revenue and Customs) does not exceed £16,040.

1.2 If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school will make it clear to parents at the outset what their policy is for allocating places on the trip will be.

Adopted by the Governing Body 12/11/2020