



CHARGING & REMISSION OF CHARGES POLICY

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CHARGING & REMISSION OF CHARGES POLICY

INTRODUCTION

The governing body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make towards students' personal and social education.

The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional option activities.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

(a) **School Visits in School Hours**

The board and lodging element of residential activities deemed to take place within school hours.

A contribution to the cost or, as appropriate, the full cost to each student of activities deemed to take place within school hours.

(b) **Activities Outside School Hours**

The full cost to each student of activities deemed to be optional extras taking place outside school hours.

(c) **Music Tuition**

Charges may be made for teaching either an individual student or group of any appropriate size to play a musical instrument or to sing.

(d) **Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents) for practical subjects where parents indicate in advance that they or their child wish to own the finished product.

(e) **Examination Fees**

The cost of a public examination entry for a subject for which the student has not been prepared by the school and the school does not support the educational value of the examination.

The cost incurred by the school to enter a student for a subject for which the student fails – without good reason – to meet the examination requirements or fails to sit the examination(s).

The examination is a re-sit where no further preparation has been provided by the school.

The cost incurred by the school to enter a student for a re-sit for which the student fails – without good reason – to meet the examination requirements or fails to sit the examination(s).

The cost incurred for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulation.

(f) Damage or Loss of Equipment

The cost of, or a contribution towards, any equipment where its damage or loss is caused by a student's behaviour. This will be at the discretion of the headteacher.

(g) Damage to school, staff or visitors property

The cost of, or a contribution towards, any property where its damage or is caused by a student's behaviour. This will be at the discretion of the headteacher.

GENERAL

The governing body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the governing body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

Voluntary contributions will be sought for activities during the school time when the cost of these activities is not met by the school budget. If the contributions received do not cover the cost of arranging the activity, it may have to be cancelled. Failure to contribute, however, would not in itself prevent a student from participating in an activity.

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.

REMISSIONS

Pupils claiming free school meals

The governors have agreed to fund 50% or up to a maximum of £400, whichever is the larger, of any residential educational trip and contribute up to 100% of any educational day trip on request.

Residential visits

In some circumstances there may be cases of family hardship where parents are in receipt of any or one of the following:

- Income support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit providing the annual family income does not exceed £16105 as at 6 April 2018
- Universal Credit

which makes it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the governing body will invite parents to apply, in confidence, for the remission of charges in part or in full, along with evidence of the benefit received. Authorisation of remission will be made by the headteacher.

SHROPSHIRE LOCAL AUTHORITY

EDUCATION ACT 1996

CHARGES FOR SCHOOL ACTIVITIES

POLICY FOR CHARGING AND REMISSION

1. General Information on the Charging Provisions of the Act

Sections 450-462 of the Education Act 1996 contain the provisions relating to Charging for School Activities.

Section 457 requires Local Education Authorities and governing bodies of maintained schools to:-

“... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...”

The areas where charges may be made are:-

Optional Extras	Activities not related to the National Curriculum or toprescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
Individual Instrumental Tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in Craft Subjects	Subject to the parents having agreed in advance they wish to own the finished product.
Board and Lodging Charges	At any time (in school time or otherwise), subject to full remission for residential visits taking place, or deemed to take place, in 'school time' to those parents in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the

Immigrant and Asylum Act 1999, or Child Tax Credit (providing the annual family income does not exceed £16,190 as at 6 April 2013).

Examination Entry Fees

Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

2 Important Notes Relating to the Charging and Remissions Policy

2.1 The Education Act 1996 does not debar voluntary contributions by parents. Schools are encouraged to ask parents to accept that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

2.2 Parents are not debarred from making voluntary contributions in any situation. Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit (providing the annual family income does not exceed £16,190 as at 6 April 2013) recipients may voluntarily contribute towards the costs of board and lodging if they so wish.

2.3 The Authority does not exclude from its policy any legal option which will allow costs to be kept to a minimum and the level of school activities sustained. Any permissible action that schools can take to encourage parents to make voluntary contributions or which allows them to raise private funds to finance trips and other activities will be sympathetically considered and supported.

3 Local Authority Policy for Charging and Remissions

The law requires that before any charges are made each Authority and governing body must

"draw up and keep under review, its own policies in respect of charges and remission arrangements". The policy needs to set out what will be charged for and also the circumstances in which charges will be wholly or partly remitted.

3.1 Charging

Where 'charging' (as opposed to seeking voluntary contributions) is permissible under the Act, governors are informed that the Council would have no objection to charges being made.

3.2 Remission of Charges

There must be full remission of charges for board and lodging for pupils whose parents receive Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190 as at 1 April 2013,

who take part in a residential visit either in or deemed to be in school hours; or

who take part in a residential visit, in or out of school hours which is to fulfil any requirements specified in the syllabus for a prescribed examination or to fulfil statutory duties relating to the national curriculum or to fulfil statutory duties relating to religious education

The Council has decided that:-

for all residential visits which schools choose to arrange and which qualify for remission, no financial assistance can be provided by the authority and provision will need to be made by schools from their own funds (delegated budgets may be used for this purpose).

3.3 Examination Fees

Schools should meet, from their budgets, the costs of examination entries as prescribed by Section 402 of the Education Act 1996. The Council would, however, not normally expect schools to meet the costs of entries where charges are allowed.

3.4 Craft Materials

Where parents are not prepared to meet the costs of materials, such costs will need to be met from schools' budgets.