



Policy Title
<b>Charging and Remissions</b>

<b>Date ratified by the FGB</b>	June 2015	<b>For review by</b>	June 2017
<b>Staff Responsible</b>	Headteacher	<b>Implemented by</b>	Finance and Personnel Manager

<b>Links to other policies</b>	Lettings Educational Visits
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**Rationale**  
The Charging and Remissions Policy meets the school's statutory requirement with regard to charging and remission for school activities and school visits, as per sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

**Reference to:**  
Governors guide to the Law (most recent edition).

Department for Education '*Charging for school activities*'; October 2014. Available online: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/365929/charging\\_for\\_school\\_activities\\_-\\_October\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf)

*This policy is adapted from the Optimus Education model policy available online: <http://www.optimus-education.com/charging-and-remissions-model-policy>*

**The Policy**  
The Governing Body believes all students should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means.

The Governing Body expects activities wholly or mainly out of school hours<sup>1</sup> not to incur a cost to the school unless the Governing Body has been consulted and decided otherwise.

The Governing Body may ask for voluntary contributions for essential school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No student will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.

<sup>1</sup> Out of School Hours are those hours in the day when the school is not in session. For residential activities, each school day is divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight. A residential activity counts as falling within school time if the number of school sessions missed by the students amounts to half or more, of the number of half days taken up by the activity.

## Governor Statutory Policy

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

There is no charge for examinations that are not on the set list, but have been arranged by the school.

There is a charge of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (see Optional extras under section 5)

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 8)

There is no charge for transport during school hours to school-organised activities, but voluntary contributions will be requested where there is a cost involved.

#### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum,
- part of the syllabus for a public examination that the student is being prepared for by the school,
- part of the school's basic curriculum for religious education.

#### Optional extras:

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - part of the National Curriculum,
  - part of a syllabus for a prescribed public examination that the student is being prepared for at the school,
  - part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s)

## Governor Statutory Policy

at the school

- transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit
- Education, including school trips, provided outside of school time.

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. The Hardship Fund is available for those who require additional financial assistance.

### **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

### **7. Residential activities**

Our school will **not** charge for:

- education provided on any visit that takes place during school hours,
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education,
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit,
- travel costs where the residential activity is classed as being within school hours,
- residential activities that take place during school hours.

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Our school **will** charge for:

- Board and Lodging - When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).
- Travel - charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.
- Activities - the school may charge for residential activities that fall outside of school hours (see section 5)

### 8. Music tuition within school hours

The Brakenhale School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will 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).

The school may charge for teaching requested by parents and delivered by specialist tutors given to 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

A charge will be made to students borrowing and taking out of the school site instruments owned by the school to cover replacement costs if required.

### 9. Extended services

The Brakenhale School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day,
- ways of increasing student engagement,
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

If a charge is made, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

**10. Damage to property, loss of property and breakages**

Where school property has been wilfully damaged by any person the school may charge those responsible for some or all of the cost of repair or replacement.

Where school property has been lost by any person the school may charge those responsible for some or all of the cost of replacement (e.g. library book)

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

**11. Remissions and concessions**

The school will give consideration to the remission of charges to parents of students registered for Free School Meals.

Parents who are eligible for the remission of charges will be dealt with confidentially, and in accordance with the school's Hardship Fund Guidance (Appendix A).

The headteacher will authorise the remission of charges.

**12. Voluntary contributions**

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled by the school all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **Private Account – Hardship Fund – Guiding Principles**

### **Introduction**

The Brakenhale School Hardship Fund in the Private Account exists to help students and their parents with school-related expenses when they are unable, or would struggle, to meet these themselves. As part of this objective, it supports those on Free School Meals (FSM) with some school-related expenses automatically without the need for them to apply.

These Guiding Principles exist to provide structure and guidance to the Hardship Fund – however, the spirit of the Hardship Fund is to support as many parents and students as possible who require reasonable financial assistance from the school. The Headteacher therefore has discretion to approve or reject applications as appropriate, based on whether they support this overall objective.

The F&P Governors' Committee oversees the financial management of the school and receives a detailed update relating to the Private Account at each of its meetings.

### **School Trips**

All FSM students receive a contribution of 50% of any curriculum-related trip. This contribution is paid from the Hardship Fund automatically to the trip in question.

All FSM students receive a contribution of 25% of any school trip that does not relate directly to the curriculum. Examples of such trips include – Duke of Edinburgh trips, alternate curriculum day trips & activities, overseas holidays. This contribution is paid from the Hardship Fund automatically to the trip in question.

Any parent / student (including those on FSM) applying for assistance for trips from the Hardship Fund can apply for up to 25% for trips that do not relate directly to the curriculum, and up to 50% for trips that are curriculum-related.

### **School Related Purchases**

Parents / students can also apply to the Hardship Fund for assistance with the cost of school uniform where financially this is a challenge. Examples of this include – the cost of the school blazer, shoes or the school tie. In addition, where school uniform is damaged as part of normal "wear & tear" activities at school (for example, where a shirt or trousers might get ripped accidentally), parents / students can apply to the Hardship Fund for assistance in replacing these. Approval of this is at the discretion of the Headteacher and would be either a contribution, or a reasonable total cost (i.e. the school would not expect to contribute to "designer labels").

Parents / students can apply to the Hardship Fund for assistance with the cost of any subject-related ingredients / resources required. Examples of this include – food technology ingredients where the finished item is being taken home, revision aids when the student keeps the book etc. Approval of this is at the discretion of the Headteacher.