

## **CHARGING AND REMISSIONS POLICY**

**Status** Statutory

### **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as 8.40am – 12.35pm; 1.30pm – 3.40pm.

### **What was consulted?**

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which complements the information given in chapter 23 of 'A Guide to the Law for School Governors'.

### **Relationship to other school policies**

The policy complements the school's equalities policies and educational visits policy.

### **Roles and responsibilities of Headteacher, other staff, governors**

The **Headteacher** will ensure that the following applies:

#### ***During the school day***

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- ◆ The examination is on the set list, but the pupil was not prepared for it at this school
- ◆ The examination is not on the set list but we arrange for the pupils to take it
- ◆ A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

The staff and governors recognise the importance of activities that, while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs, [for example Geography field trips, themed days in school provided by external companies, foreign exchanges, outward bound days and trips to Art galleries, museums and the theatre).

In these circumstances no pupil will be prevented from participating because her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

#### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

#### ***Residential visits***

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents seek support from the Southfield Fund: these will often be in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

### ***Music Tuition***

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

### ***Optional activities outside of the school day***

We will charge for optional, extra activities provided outside of the school day, for example ski trips, Duke of Edinburgh expedition, Arts Award, World Challenge and other similar trips. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### ***School mini-bus***

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit. Charges for use of the school mini-bus will cover fuel, in line with other travel costs.

N.B. Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Further information on licensing arrangements can be found at

[http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_4022619](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022619)

### ***Calculating charges***

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through the Southfield Fund, supported by voluntary contributions from parents and occasional donations or bequests.

Parents who would qualify for support include those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### ***Voluntary Contributions***

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, as identified on page 1

In these circumstances no pupil will be prevented from participating because her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### ***Arrangements for monitoring and evaluation***

The Finance and Facilities Committee view the annual accounts; the governor(s) responsible for Educational Visits monitor the charging for trips as part of their review and approval remit; TWGGS Fund trustees monitor termly the financial support given in cases of hardship.

### ***Links to legislation and guidance documents***

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)