



# Charging and Remissions Policy

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<b>Next Review Due By:</b>	Finance, Staffing and Premises Autumn Term 2023
<b>Monitoring &amp; Review:</b>	Annually
<b>Staff Member(S) Responsible:</b>	S Butt



# Charging and Remissions Policy

## Background

The Governing Body recognise that as result of the Education Act 1996, there is no statutory requirement for charges for any form of education or related activity. The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge, for those items where voluntary contributions will be sought and those where charges will apply.

The Governing Body confirm their belief that this policy is in line with legislation.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## 1 GENERAL PRINCIPLE

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However, there are exceptions where the school can make charges.

## 2 EXCEPTIONS

Charges **are** permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Activities that take place outside of school hours
- Music tuition, peripatetic lessons, and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil

- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or student
- Re-sits of prescribed public examinations where no further preparation has been provided by the school

### 3 VOLUNTARY CONTRIBUTIONS

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

### 4 OTHER CHARGES

- To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.
  - Photocopying and/or printing which is not required by a member of staff may be charged for.
  - Voluntary optional extras provided outside of school hours (or mainly outside school)
  - Loss of school property/accidental damage – parents/ guardians are expected to contribute towards the cost of replacing any school property that has been lost or damaged by thoughtless behaviour. The proportion of the actual cost invoiced to the pupil(s) involved will be determined by the Headteacher or Strategic Finance and Site Manager and will depend on the degree of ‘fault’. Failure to take reasonable care of school property constitutes ‘fault’.
  - Deliberate damage to school property. Should a pupil cause damage to school property through deliberate action, parents/guardians will be invoiced at cost for the expenditure incurred by the school in repair the damage. NB: the exception to this is instances of graffiti where the Governors level a minimum charge of £10.00 for removal to take account of the cumulative need to redecorate graffiti damaged décor.
- The Governors will consider the partial or full remission of fees for the above, with the exception of (e) where parents/guardians are in receipt of at least one of the following eligible benefits:
    - Income Support
    - Income-based Jobseeker's Allowance
    - Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed the published Inland Revenue threshold
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
  - Universal credit- if you apply on or after 1 April 2018, your household income must be less than £7400 a year (after tax and not including any benefits you get)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

## 5 REFUNDS

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

## 6 SUPPORT FUND

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Income Support.
- Job Seekers Allowance (Income Based).
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed the published inland revenue threshold.
- Support under part VI of the Immigration & Asylum Act 1999.
- The 'Guaranteed Element' of Pension Credit.
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed the published inland revenue threshold

- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal credit

Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

This policy will be reviewed annually by the Finance, staffing and Premises committee.