

Charging and Remissions Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	June 2018
Date agreed by Governing Body	June 2018
Date of next review	July 2021
Lead Member of Staff	Jon Brown, Resources Manager

INTRODUCTION

Schools must have a charging and remissions policy in place before they can legally charge for any activity. This must be published on the school website and specifies what charges are/are not to be made, and for which activities voluntary contributions will be invited from parents.

This policy has been formulated in accordance with Sections 449-462 of the Education Act 1996 that sets out the law on charging school activities in schools in England.

AIM OF POLICY

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

CHARGING

No pupil should have his/her access to the curriculum limited by charges. However, the School reserves the right to levy a charge in any circumstances permissible under statute as detailed.

When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

ALLOWABLE CHARGES

Cavendish school may charge for:

- a) individual music tuition which takes place in or out of school hours and which is not provided as part of the national curriculum or for a prescribed public examination
- b) board and lodging on residential visits
- c) costs incurred for activities wholly or mainly outside school hours:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- d) examination fees which are not prescribed in current regulations and for public examinations (re-sits) where no further preparation has been provided by the school
- e) wasted pupil examination fees.
- f) any other education, transport or examination fee unless charges are specifically prohibited
- g) damage and/or breakages to building, furniture or equipment caused wilfully or negligently by pupils.
- h) extra-curricular activities, extended day services and school clubs
- i) lost textbooks, exercise books or any other school equipment
- j) hire of school lockers and replacement for locker keys
- k) school uniform

Consideration needs to be given to:

- a) whether any remission is to extend beyond the statutory minimum or not special circumstances is to be given to hardship cases not contained within the exemptions and how this is to be determined.
- b) the level of support from school funds where the level of voluntary contributions is insufficient to fund the visit or journey

PROHIBITED CHARGES

Cavendish school recognise that the legislation prohibits charging for the following:

- a) education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- c) tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- d) an admission application
- e) entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- g) transporting registered pupils to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport;
- h) transporting registered pupils to other premises where the governing body or Local Education Authority has arranged for pupils to be educated;
- i) transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

REMISSIONS

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit (where the person is not receiving Working Tax Credit as well, and has an annual gross income of no more than £16,190
- e) Guaranteed Element of State Pension Credit
- f) Income related employment and support allowance
- g) Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for working tax credit
- h) Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year after tax and not including any benefits you get.

Please note if the amounts in d) and h) change, this policy will accept any Government increases/decreases to these amounts.

In respect of d) above, account will be taken of any revision to the amount as advised.

- The Headteacher and Governors for individual music tuition where it has been recommended remission of the charges in individual case of hardship.

- The Headteacher and Governors recommend remission of charges in individual cases of hardship for day trips and residential trips based on needs and reasons of individuals and evidence provided.

VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents the School Governing Body from asking for voluntary contributions for the benefit of the School or any School activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Head Teacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund an activity or school visit, then it may be cancelled and the School will make sure that this is made clear to parents.

For school visits, the Visit Leader will recommend an amount of contribution to be made, but will explain:

- that there is no obligation to make any contribution
- that a pupil cannot be prevented from taking part if the contribution is not paid fully or at all
- what the policy for allocating places on the visit will be if necessary

In summary, there are two situations for off-site visits:

- 1) The social or recreational visit which is not directly related to the national curriculum, religious education or a syllabus for a prescribed public examination which pupils are being prepared for at a school, which will therefore be out of school hours and can be charged for as an 'optional extra'.
- 2) The educational visit which cannot be charged for but a voluntary contribution can be requested.

Determining the costs of a visit

The voluntary contribution asked for or charged should not exceed the actual costs to be incurred.

There are a number of possible cost areas:

- the charges of any commercial provider
- the transport components:
 - rail, ferry, flights, bus, minibus, coach, car
 - accommodation, board and lodging
- staffing and instruction. This includes costs to make the event happen. Staffing costs cannot include those already employed to provide staffing or instruction, but can include teaching staff engaged under contracts for services purely to provide an optional extra.
- equipment hire
- insurance
- catering and refreshments, e.g. en route and during the visit
- entry charges to facilities
- pre-visit costs.

The school will invite contributions for either:

- a) the end product of practical lessons where a parent of the pupil has indicated in advance a wish to own their product, or
- b) the actual ingredients for lessons in Food Technology