



Charging & Remissions Policy

Inc. Parent/Carer Guidance

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NORTHGATE SCHOOL ARTS COLLEGE ACADEMY TRUST

Charging & Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including practical subjects, trips and residential experiences, can make towards pupils' personal and social education.

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

The Executive Head Teacher

The Executive Head Teacher (EHT) is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the EHT of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Responsibilities

The Governing Body of the School are responsible for determining the content of this policy and the Executive Head Teacher for implementation. Responsibility can be delegated to a committee or individual Governor. The Governing Body has overall responsibility for monitoring this policy

Parents

Parents are expected to notify staff or the Executive Head Teacher of any concerns or queries regarding the charging and remissions policy (See Appendix 1).

Where charges cannot be made

Below we set out what the school cannot charge for:

Education

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for the re-sit(s) at the school

Where charges can be made

Below we set out what the school can charge for

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority /governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfasts clubs, after-school clubs, tea and supervised homework sessions)

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 optional extra
- The cost of buildings and accommodation

- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority
- Supply teacher to cover for those teachers who are absent from school accompanying pupils on a residential visit

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

Some activities for which the school may ask parents for voluntary contributions include:

- School Trips
- Riding

Voluntary Parental/carer contributions

The legislation does not prevent schools from inviting parents/carers to make a voluntary contribution to support school activities or purchases.

- The terms of any request to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge.
- The responsibility for determining the level of voluntary contribution is delegated to the executive Head Teacher. The Academy will, in the first instance, request a voluntary contribution of 75% of the total cost incurred (of education provided) outside of the school time i.e. board and lodging; non-teaching staff; additional materials provided and transport.
- If a parent/carer cannot or will not pay the requested contribution, their children will not be excluded from any activity, however if a significant proportion does not pay, then the academy may well then decide not to make good the shortfall in income and the activity will not go ahead.
- For journeys and visits that are not part of the curriculum (i.e. that take place wholly or mainly out of Academy hours) full cost recovery from parental contribution is the norm. In cases of financial hardship that would otherwise prevent the pupil from participating, parents/carers are invited to contact the Executive Head Teacher/School Business Manager.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

Activities this school charges for

The school will charge for the following activities:

- School meals
- Breakfast Club
- After School Club
- Music Tuition offered in addition to requirements

For regular activities, the charges for each activity will be determined by the governing board and reviewed in each year. Parents will be informed of the changes for the coming year in September each year.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income based job seekers allowance
- Support under VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related to employment and support allowance that was introduced on October 2008.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:-

- An admission application
- Education provided during school hours
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for an accredited course, or part of Religious Education.

1. Extra-Curricular Activities

- Tuition for pupils learning to play a musical instrument if it forms part of a National Curriculum syllabus for an accredited course, or part of Religious Education.
- Entry costs for an accredited course or the cost of re-sits if the pupil still attends the school or that the school is preparing the pupil for.
- Educational/Residential visits
- Educational visits that take place in the school day.
- Educational visits that take place outside the school day if it forms part of the National Curriculum, or part of the syllabus for an accredited course.
- Supply Teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

2. Transport

- Transporting registered pupils to or from the school premises.
- Transporting registered pupils to other premises for them to be educated.
- Transport that enables a pupil to access an examination requirement.
- Travel in a school mini bus or other school vehicle with the intention of making a profit.
- Transport provided in connection with an educational visit.

Charges

The Governing Body reserves the right to make a charge in the following circumstances:

- **Residential Trips in School Hours** – The whole cost for activities that are not a part of the National Curriculum or a requirement of an accredited course.
- **Activities Outside School Hours** – The proportionate cost to an individual pupil if deemed an optional extra.
- **Extended School Activities/Clubs** – Charges can be levied for activities that are provided by the school but wholly or mainly outside the normal school hours as long as the activities are 'optional extras'.

Organisations acting independently of the school, although approved by the school, providing activities as an optional extra for pupils can charge in accordance with their advertised tariff.

- **Individual Instrumental Tuition** – The cost to the pupil as charged to the school by the Peripatetic teacher if the lessons are not part of the National Curriculum or an accreditation course.
- **Charging in Kind** – To covers the cost of materials and ingredients in Design Technology activities including RMT, Food Tech. Art and Textiles. Charges for ingredients and materials for items that are made that fall outside of the school curriculum, if the parents have indicated in advance that they wish to own the finished product.
- **Examination Re-sits or External Examinations** – The cost of re-sits for accredited courses where the pupil is no longer at the school, or where the school has not been involved in preparing the pupil for the examination.

- **Breakages and Replacements** – The cost of replacing or repairing goods that have been broken as a result of damage caused wilfully or negligently by pupils
- **Transport** that is not required to take the pupil to school or other premises where education will be provided.

Voluntary Parental/Carer Contributions

The legislation does not prevent schools from inviting parents/carers to make a *voluntary contribution* to support school activities or purchases.

- The terms of any request to parents/carers will specify that the request is for a *voluntary contribution* and in no way represents a charge.
- The responsibility for determining the level of voluntary contribution is delegated to the Executive Head Teacher. The Academy will, in the first instance, request a voluntary contribution towards the total costs incurred (of education provided) outside of school time i.e. board and lodging; non-teaching staff; additional materials provided and transport.
- If a parent/carers cannot or will not pay the requested contribution, their children will not be excluded from the activity, however if a significant proportion does not pay, then the Academy may well decide not to make good the shortfall in income and the activity will not go ahead.
- For journeys and visits that are not part of the curriculum (i.e. that take place wholly or mainly out of Academy hours), full cost recovery from parental contribution is the norm. In cases of financial hardship that would otherwise prevent the pupil from participating, parents/carers are invited to contact the Executive Head Teacher/School Business Manager.

Remissions

Pupils whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential trips (see Pupil Premium Protocol). The relevant support payments are:

1. Income Support
2. Income Based Jobseekers Allowance
3. Income-related Employment and Support Allowance
4. Support under part V1 of the immigration and Asylum Act 1999.
5. Child Tax Credit, where the parent is not entitled to Working Tax Credit
6. Working Tax Credit run-on paid for 4 or more weeks
7. Universal Credit

In all respects the school accepts the Department for Education Policy 'Charging for School Activities' specifically sections 449-462 of the Education Act 1996.