



## Charging & Remissions Policy

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### Document Status

Version	Date	Action
Version 1	05/07/2009	Policy agreed by Full Governors
Version 2	08/07/2020	Updated to current DfE Guidance and formatted. Policy agreed by Full Governors
Review Period	Annually	
Review Date	July 2021	

## **1. Statement of Intent**

- 1.1. We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.2. A statement of the charging and remission policy as determined by the Governing Body.
- 1.3. This charging policy has been compiled in line with statutory requirements:
  - 1.3.1. DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities, May 2018
  - 1.3.2. Sections 449-462 of the Education Act 1996
- 1.4. The policy aims to set out:
  - 1.4.1. Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/ guardians
  - 1.4.2. Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities

## **2. Definitions**

- 2.1. Charge – a fee payable for specifically designed activities
- 2.2. Remission – the cancellation of a charge which would normally be payable

## **3. Roles and Responsibilities**

- 3.1. The Governing Body has:
  - 3.1.1. Overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher
  - 3.1.2. Overall responsibility for monitoring the implementation of this policy
  - 3.1.3. Responsibility for approving the charging and remissions policy has been delegated to the Executive and Finance Committee
- 3.2. The Headteacher is:
  - 3.2.1. Responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently
- 3.3. Staff are:
  - 3.3.1. responsible for Implementing the charging and remissions policy consistently

3.3.2. Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

3.4. Parents are:

3.4.1. expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy

#### 4. Basic Principles

4.1. School governing bodies and local authorities, **cannot** charge for:

4.1.1. an admission application to any state funded school

4.1.2. education provided during school hours (including the supply of any materials, books, instruments or other equipment)

4.1.3. 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

4.1.4. instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

4.1.5. entry for a prescribed public examination, if the pupil has been prepared for it at the school

4.1.6. examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

4.1.7. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

4.1.8. Transporting registered pupils to other premises where the school Governors or local authority has arranged for pupils to be educated

4.1.9. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

4.1.10. Transport provided in connection with an educational visit

4.2. Schools and local authorities **can** charge for:

4.2.1. any materials, books, instruments, or equipment, where the child's parent wishes them to own them

4.2.2. optional extras (see details below)

4.2.3. music and vocal tuition, in limited circumstances

- 4.2.4. certain early years provision
- 4.2.5. community facilities
- 4.3. Optional extras for which the school **can** apply a charge:
  - 4.3.1. Education provided outside of school time that is not:
    - 4.3.1.1. part of the national curriculum
    - 4.3.1.2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - 4.3.1.3. part of religious education
  - 4.3.2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
  - 4.3.3. transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
  - 4.3.4. Board and lodging for a pupil on a residential visit
  - 4.3.5. Extended day services offered to pupils (for example breakfast club, after-school clubs, dinner and supervised homework sessions)
- 4.4. In calculating the cost of optional extras an amount may be included in relation to:
  - 4.4.1. any materials, books, instruments, or equipment provided in connection with the optional extra
  - 4.4.2. the cost of buildings and accommodation
  - 4.4.3. non-teaching staff
  - 4.4.4. teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
  - 4.4.5. 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
- 4.5. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating

- 4.6. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge
- 4.7. Furthermore in cases where a 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- 4.8. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made

## 5. Voluntary Contributions

- 5.1. There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.
- 5.2. The school may recover the full costs of activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost.
- 5.3. Examples where parents may be asked for a voluntary contribution include:
  - 5.3.1. Swimming
  - 5.3.2. Non-residential school Trips
  - 5.3.3. Enrichment activities e.g. external drama group
- 5.4. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost
- 5.5. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

## 6. Activities for which the School Will Apply a Charge

- 6.1. **Music Tuition** – Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition (The Charges for Music Tuition (England) Regulations 2007)
  - 6.1.1. Charges will not be applied:

- 6.1.1.1. If the teaching is an essential part of the national curriculum

6.1.1.2. For a pupil who is looked after by a local authority

**6.2. Residential Visits** – The school will charge for board and lodging on residential visits, and the charge will not exceed the actual cost to the school

6.2.1. Charges will not be applied for:

6.2.1.1. education provided on any visit that takes place during school hours

6.2.1.2. 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 pupil is being prepared for at the school, or part of religious education

6.2.1.3. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6.2.2. When school informs parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be in section 7.2

**6.3. Breakages & Damages** – in cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion

**6.4. Re-scrutiny of exam results** – if requested by the pupil/ parent

**6.5. School Meals** – school will provide a school lunch and snacks to pupils who wish to purchase a school meal. Parents have the right to opt out of school meals provision by providing suitable meals for their children themselves i.e. through sending packed lunches.

6.5.1. There is no charge for children who are entitled to Free School Meals and notification has been received from the Local Authority

**6.6. Lost planners and locker keys** - the cost of replacing

**6.7. School bags**

**6.8. Ingredients or materials** – used in practical subjects where parents have indicated a wish to own the finished product

**6.9. Ancillary Services** – the School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service

is a one-off, the Headteacher or Executive and Finance Committee may approve the charge

6.10. **Lettings** – the school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Executive and Finance Committee

6.11. **Other charges** – the Headteacher, School Business Manager, Executive and Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying

## 7. Remissions Policy

7.1. Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium.

7.2. If parents/ carers are on a low income and in receipt of the following benefits, then support may be available for them (towards the cost of board and lodgings) when being asked for contributions towards the cost of school visits:

7.2.1. Income Support

7.2.2. Income Based Jobseekers Allowance

7.2.3. Income related Employment and Support Allowance

7.2.4. Support under part VI of the Immigration and Asylum Act 1999

7.2.5. The guaranteed element of Pension Credit

7.2.6. Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

7.2.7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

7.2.8. 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)

7.3. Parent/ carers who believe they may qualify for remission must apply in writing to the Headteacher. Complete confidence will be observed in all such matters.

## 8. Scale of Charges

8.1. All charges will be approved by the Governing Body on an annual basis