



The Cottesloe School

Charging and Remissions Policy

Recommended by:

Resources & People Committee

Date: 22 March 2017

Adopted at Full Governing Body Meeting

Date: 28 March 2017

Signed by R J Collis DL, Chair of Governors:

Review date: Spring Term 2019 (earlier if any legislative change)

CHARGING AND REMISSIONS POLICY – JANUARY 2017

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INTRODUCTION

This policy has been formulated in accordance with guidance on Charging for School Activities and with the requirements of the Education Act 1996 (Section 457), revised in accordance with the guidance issued Spring 2009.

AIM

The aim of the 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 sought from parents/carers.

RESPONSIBILITIES

The Governing Body of the School is responsible for determining the content of the policy and the Head teacher for ensuring implementation. Any determinations with respect to individual parents/carers will be considered by the Head teacher and notified to the Finance and Premises Committee of the Governing Body.

PUBLICATION OF INFORMATION

A copy of this policy will be available on the school's website and a hard copy may be requested from the Headteacher's PA.

PROHIBITION OF CHARGES

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

1. Education provided during school hours (including the supply of any necessary materials, books, instruments or other equipment required as an essential or integral part of the National Curriculum programme of study);
2. 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 student is being prepared for at the school, or part of the School's basic curriculum for religious education;
3. Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
4. Entry for a prescribed public examination, if the student has been prepared for it at the school;
5. Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school (otherwise a charge will be made);

6. Education provided on any trip that takes place during school hours¹;
7. Education provided on any trip that takes place outside school hours¹
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
8. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
9. Transport provided in connection with an educational trip which is an essential or integral part of the National Curriculum programme of study.

REMISSIONS

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will, subject to the prudent application of public funding and the schools budgetary constraints, be offered at no charge or a reduced charge to parents/carers in particular circumstances. Those parents/carers who can prove they are in receipt of the following benefits will be exempt from paying board and lodging if the visit is deemed to be *in school time*.

This remissions policy sets out the circumstances in which charges may be waived. If remission or help may be available in relation to a particular charge it is indicated in the right hand column of the table below. This is completely discretionary and would apply to activities *outside the school day*.

Criteria for qualification for remission will be as follows:

- Universal Credit in prescribed circumstances (to be authorised by the government at a later date)
- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent/carer is not entitled to Working tax credit and whose annual income as assessed by the Inland Revenue does not exceed £16,190
- Guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

ADDITIONAL CONSIDERATIONS

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

¹ A day visit is in school hours if 50% or more of the total time (including travelling) occurs in school hours (school hours do not include the normal midday break). A residential visit is in school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (i.e. 2 per day) and a half day is a 12 hour period ending at midday or midnight.

- Where possible we shall publish a list of visits (and their approximate cost) as soon as possible so that parents/carers can plan ahead.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we do not use that method of selection.

VOLUNTARY CONTRIBUTIONS

Where an activity is planned for which contributions from parents/carers would be required, voluntary contributions will be sought. The level of voluntary contribution will not exceed the actual costs of undertaking the activity and such contributions can include the costs of administration and of hiring teaching staff to cover the lessons of teachers who are accompanying the trip/activity and to pay the travel and accommodation costs of accompanying teachers or adults.

No child will be excluded from such an activity because their parents/carers cannot or will not contribute. The school does however reserve the right to cancel the activity if insufficient voluntary contributions are received. Responsibility for determining the level of contribution is delegated to the Headteacher.

REVIEW

This policy will be reviewed after two years (earlier if any legislative change).

January 2017

CHARGES

The school will make charges in accordance with the following table:

<i>Activity or Item(s) which will (or may) be charged for</i>	<i>Notes</i>
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost. Remissions for families will be as set out in the following section on remissions.
Charges will be made for activities wholly or mainly outside school hours ('optional extras') to meet the costs for: - Materials and equipment; - Non-teaching staff costs; - Entrance fees; - Insurance costs; - Travel costs.	The charge will not exceed the actual cost. The charge made to an individual parent/carer cannot include any cost added to subsidise parents/carers of children who are unwilling or unable to pay the charge. Remissions for families will be as set out in the following section on remissions.
Charges will be made for individual music tuition and group music tuition, for groups of up to four students, where the tuition is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.	The charge will not exceed the actual cost. Remissions for families will be as set out in the following section on remissions.
Re-sits for public exams where no further preparation has been provided by the school.	Such charges will include the exam entry fee and an additional amount to contribute to the actual additional administrative costs incurred by the school in connection with the re-sit. Current students resitting non-compulsory exams will incur a charge of £10 in addition to the entry fee to cover invigilation and administration costs. Private students will be charged £30 in addition to the exam entry fee.
Breakages and replacements as a result of damages caused wilfully or negligently by students	
Charges will be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them, where a student wants the freedom to be able to retain or use the book to annotate it or where the item is not considered to be an essential or integral part of the National Curriculum programme of study.	Remissions for families in some of these circumstances will be as set out in the following section

Any other education, transport or examination fee unless charges are specifically prohibited. A charge for re-sits will be made at the discretion of the Exams Officer and the Headteacher. Parents will not be charged for use of the School as a centre for exams for subjects not part of the School's syllabus.

The charge will not exceed the actual cost.

Remissions for families will be as set out in the following section on remissions.

