



# Alderman Knight

## Charging and Remission Policy

Date Reviewed	August 2020
Reviewed By	Ceri Jones, Business Manager
Next Review Due	August 2021
Ratified by Governors	Can be delegated to committee, governor or Head Teacher Can also be 1,2 or 3 Years – Determined by governing body

## **Introduction**

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **1. The Legal Position**

#### **a) Admissions**

In general, no charge can be made for admitting pupils to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the *Education Reform Act 1988*. Guidance came in the *Circular 2/89, Education Reform Act 1988: Charges for School Activities*.

The Circular explains that:

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- for statutory religious education; and
- for a prescribed public examination prepared for by the school.

#### **b) Examinations**

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil, without good reason, fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the governing body or LA originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if: the examination is on the set list, but the pupil was not prepared for it at the school; the examination is not on the set list, but the school arranges for the pupil to take it.

#### **c) Finished products**

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

#### **d) Residential**

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits (such as Pupil Premium) and allowances are entitled to a remission of the charges, should it be required.

#### **e) Transport**

Transport to and from home to any activity not provided, but permitted, by the school, can be charged for (the main example is work experience).

#### **f) Voluntary contributions**

The school may request voluntary contributions for any visits/activities both inside and outside school time. However, no pupil may be excluded from the activity for not having paid a contribution. The Head Teacher and governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

#### **g) Permitted charges**

The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum);
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- the cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours; and re-sits of prescribed public examinations where no further preparation has been provided by the school.

In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

## **h) Activities partly during school hours**

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

### **- Non-Residential Activities**

If 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for.

### **- Residential Activities:**

The number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

## **2. School Policy**

The law allows governing bodies to charge only for the defined activities if they have first made a policy on charging and remissions.

Parents will be made aware of the Alderman Knight Charging and Remission Policy and can request a copy from the office.

## **3. Third parties**

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third party organisation. In such cases, if the activity is in school time, the school has to formally grant leave of absence to the pupils taking part, as the activity would no longer technically be part of the school's official programme.

## **4. The Governors Charging Policy**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **a) Practical subjects**

Parents will be informed that their children will be able to own a finished product. The charge for materials shall not exceed the cost of the materials used by the student. A voluntary contribution toward the provision of more specialist resources for pupils will be sought in Technology subjects.

In addition, parents will be requested to pay for ingredients for Food Technology classes.

## **b) Residential Trips**

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

## **c) Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum. This includes Breakfast and After School Clubs, when provided.

## **5. Voluntary Contributions**

The governing body reserves the right to ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Parents may be advised that the continuation of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

## **6. Private Use of Facilities**

Private use of the telephone and photocopying facilities by pupils is not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

## **7. Remissions**

Parents of pupils who are in receipt of Pupil Premium or Pupil Premium Plus may request remission of charges from the school's Pupil Premium funding.

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The following statement will be included in every letter:

*Free school meal entitlement does not automatically entitle exemption from paying. Exemption is discretionary depending on circumstances. To apply for exemption please send a note with reasons to Mr C Jones Business Manager*

The Head has been delegated authority to deal with exceptional cases and to authorise any remission.

## 8. Equal Opportunities

The Head will ensure that the school's equal opportunities policies are observed in implementing the policy.

## 9. Responsibilities

The governing body is responsible for making and reviewing the policy.

The Head is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator, Key Stage Managers or Subject Leaders).

## 10. Monitoring and Review

The Deputy Head will report on the policy to the Head as appropriate.

The Head will report to the Governors' Finance and Premises Committee on any relevant aspects of the working of the policy as appropriate.

## 11. Charging

It is acknowledged by the Governors' and the Head Teacher that implementing this charging policy will need to be carried out sensitively, and with some chargeable activities to incur a rise in cost for parents. Staged increases in contributions will be applicable to the following and will only be put in place following a full review of costs and FGB approval:

- Breakfast Club (when provided)
- Swimming Lessons

This list is not exhaustive

### a) Breakfast Club

Breakfast club is no longer offered by the school.

This decision will be reviewed annually.

### b) Swimming

A full review of the cost of swimming has been undertaken, and the following contribution request will be set and payable a term in advance.

£5.00 per pupil per session (to be reviewed once Tewkesbury Pool is open)

(The increase in charge will not cover the cost of the activity and so the school are still heavily subsidising swimming. The financial situation will be regularly reviewed.)

## **Review of Charging Policy**

In all cases and despite the rise in charges outlined above, the school is still heavily subsidising activities. As a result, this policy and the charges will be reviewed at least annually.

Parents will be given 6 weeks or one terms notice of planned changes to charges



