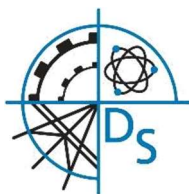


# **Denefield School**

## **Charging and Remissions Policy**

Approved by Resources Committee on	17 March 2021
Date of next review	March 2022
Review cycle	Annual
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	Finance and Business Director
Location of policy	Denefield School website



## Charging and Remissions Policy

### 1. Purpose

Denefield 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.
- provide the opportunity for extracurricular trips to all.
- only charge for activities that we are allowed to.

### 2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on “Charging for School Activities” (May 2018) 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. This policy complies with our funding agreement and articles of association.

### 3. Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

### 4. Roles and responsibilities

**The Trust Board** - has overall responsibility for approving and monitoring the implementation of the charging and remissions policy, but has delegated this responsibility to **Resources Committee**.

**The head teacher** – is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

**Staff** - are responsible for:

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

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

**Parents** - are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

Below we set out what we cannot charge for:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - a) the national curriculum
  - b) a syllabus for a prescribed public examination that the pupil is being prepared for at Denefield
  - c) 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 it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the head teacher has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

### Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
  - a) The national curriculum
  - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) Religious education
  - d) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **6. Where charges can be made**

Below we set out what we can charge for:

### Education

- Any materials, books, instruments or equipment, where the child's parent / carer wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances, for example, if it is as it is at the request of the student's parent / carer;
- Community facilities

### Optional extras

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

- Education provided outside of school time that is not part of:
  - a) the national curriculum

- b) a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at Denefield
- Transport (provided it is not for an educational visit or otherwise required to take the pupil to school or to other premises where the School 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 breakfast 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 the 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 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.

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

### Music tuition

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

### Residential visits

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

## **7. Voluntary contributions**

As an exception to the requirements set out in those sections of this policy where the school cannot charge, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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

- school trips
- sports activities
- books and classroom equipment

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

## 8. Activities we charge for

The school will charge for all the activities set out in section 6 for which the school is legally able to charge.

The charge for any individual student will be the actual cost of providing the chargeable activity, divided equally by the number of students participating. This may include an administration charge (typically 5%) to cover, administration and insurance costs. It will not include a subsidy for any other students or any charge for the cost of supply teachers to cover those absent from school accompanying the students on the activity. Participation in any chargeable activity will be on the basis of parental / carer choice and a willingness to meet the charges. Parental / carer agreement will always be the pre-requisite for provision.

Charges for school trips and activities will be reviewed by the Trust Board before parents are informed about the trip or activity. Parents will be informed of the charges for the coming year in September of each year.

We ~~will~~ may also make a charge for wilful damage to school property or school property which has been stolen or lost. The charge will be no more than the actual cost of making good the damage or replacing the item of property that has been stolen or lost.

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 in this policy. This will be at the discretion of the Head Teacher and will depend on the activity in question.

### Remissions for residential visits

Parents / carers who can ~~prove~~ show they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits which are include education that is part of the national curriculum or is otherwise prohibited:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

For trips that are not part of the national curriculum, (e.g. as part of 'enrichment activities') financial assistance is provided to children in care or students in receipt of either FSM, Pupil Premium, Post 16 Bursary, or whose parents / carers are on low incomes, at the rate of:

- 50% of the cost of a day trip up to a maximum of £15
- 50% of the cost of a residential trip up to a maximum of £150
- A maximum of one day trip and one residential trip per academic year.

At the school's head teacher's discretion, where a day trip is significantly longer and/or more expensive than other day trips, then it may be decided that financial assistance of more than £15 is available. This information will be detailed in the trip letter.

The School delegates to the Headteacher the discretion to remit wholly or in part any charge that would otherwise be payable under this policy. This includes discretion to vary the payment schedule.

## **10. Monitoring arrangements**

The Finance and Business Director monitors charges and remissions, and ensures they comply with this policy. This policy will be reviewed annually by Resources Committee and will be updated in response to new guidance and legislation as necessary.

## **11. Linked Documents**

[The Financial Assistance Application Form](#) can be downloaded from the Denefield website, under School Life, Trips and Visits.

[DfE: Charging for School Activities](#), May 2018