




Denmark Road High School

# Charging & Remissions Policy

2020-21

<b>Approved by:</b>	Trust Board	<b>Date:</b> 24.9.2020
<b>Signed:</b>		<b>Date:</b> 24.9.2020
<b>Last reviewed on:</b>	September 2020	
<b>Next review due by:</b>	September 2021	

Our school aims to have robust and clear processes in place for charging (a fee payable for specifically defined activities) and remissions (the cancellation of a charge which would normally be payable) and to 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.

This policy complies with our funding agreement and articles of association.

### **Roles and Responsibilities**

#### The Trust Board

The Ggoverning Bboard has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Ggoverning Bboard also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy and monitoring the implementation of this policy has been delegated to the Business Management Committee.

#### Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently.

#### Staff

Staff are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any special 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

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

It is recognised that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all students are able to take part, irrespective of their circumstances. This is clearly stated in all letters to parent/carers.

## **Where charges cannot be made**

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:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

### **Transport**

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Trust Board or local authority has arranged for students to be educated
- Transport that enables a student 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:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

The school is able to request voluntary contributions from parents / carers up to fund any visits and activities which take place during school hours which would not otherwise be possible. There is no obligation for parents / carers to make a contribution, and no child will be excluded from a visit or 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 to be financially viable then it will be cancelled.

## **Where charges can be made**

We 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
- Certain early years provision
- 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:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or Trust Board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 students 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 provided either individually or to groups of students, provided that the tuition is provided at the request of the student'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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student 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.

### **Remissions**

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

### **Remissions for residential visits**

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

- 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)

### **Refunds**

Where a parent / carer cancels a place on a visit or activity they may receive a refund depending on the terms and conditions of the visit or activity. These terms and conditions will be clearly stated in all letters to parent/carers.

Where an activity makes an unexpected surplus, the school will consider making a refund where the surplus exceeds £10 per student for day visits and £20 per student for residential visits. Surplus' amounting to less than this will be used to offset those trips that unexpectedly overspend.

### **Breakages / losses**

In the event of breakages / losses such as broken windows / loss of text / library / exercise book the parent / carer may be charged up to the full cost of replacement.

### **Work Experience / Community Service**

There is no requirement for the school to meet the costs of students who travel direct from their home to an activity sanctioned (but not provided by) the school.

### **Photocopying and Printing**

Students are provided with a reprographics credit each term. Additional credits can be purchased as required.

### **Monitoring arrangements**

The Finance Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance Manager when costings are presented for each visit and activity planned.

At every review, the policy will be approved by the Trust Board.