

## CHARGING AND REMISSION POLICY

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' /carers' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some students taking full advantage of the opportunities.

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. The policy complements the school's Equality Policy, Curriculum Policy, Finance Policy.

Our 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

### 1. Definitions

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

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

### 2. Roles and responsibilities

#### 2.1 Trustees

The Trustees have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the headteacher. The Trustees also have overall responsibility for monitoring the implementation of this policy.

#### 2.2 Principal

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

#### 2.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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.

## **2.4 Parents**

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

## **3. Where compulsory charges cannot be made**

Below we set out what we **cannot** make a compulsory charge for:

### **3.1 Education**

- An admission application to the school
- 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 pupil is being prepared for at the school
  - 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
  - The school reserves the right to ask for a voluntary contribution of 50% of the cost of providing music tuition for a prescribed public examination for which the student is being prepared at school
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination resit(s) if the pupil is being prepared for the re-sit(s) at the school

### **3.2 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 governing body or local authority 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

### **3.3 Day trips and residential visits**

- Education provided on any visit that takes place during school hours (50% or more)
- 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 pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

This does not preclude the school (or Trustees) from inviting parents to make a voluntary contribution towards the costs of providing education for students, including trips, activities etc.

Students of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

### **3.4 Arrangements**

All letters regarding contributions for school activities will make it clear that these are voluntary and that students whose parents do not contribute will not be treated differently and no child will be prevented from taking part due to non-payment.

If any families have any financial difficulty they will be invited to talk to the Finance Manager who will come to an agreed arrangement.

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

Below we set out what we **can** charge for:

### **4.1 Education**

Any materials, ingredients, books, instruments or equipment, where the student's parent wishes them to own them or the articles produced from them such as in Food Technology, DT, Textiles etc.

### **4.2 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 pupil is being prepared for at the school
  - Religious education
- Examinations:
  - Entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school or for which the Governing Body has determined that the student shall not be entered for educational reasons.
  - Re-sits will be charged for if no extra tuition has been given in school.
  - Voluntary upgrades of modular examination results will be charged.
  - If parents seek a re-scrutiny of an examination result for which the Examination Board makes a charge this will be passed onto parents.
  - If a student fails, without good reason to complete the examination requirements e.g. failing to complete coursework, for any public examination for which the school has paid an entry fee, the fee may be recovered from the parent.

- Transport - other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education
- Board and lodging for a pupil on any residential visit whether in school time or not.
- 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.

### **4.3 Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided 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

In cases of students in receipt of Free School Meals the Principal will allow 25% remission of the fees. The Peripatetic Teachers will charge the School the 25% remission amount.

For students who attend a minimum of 70% of orchestral rehearsals and performances, subsidy of £20 per term. The student must have played in the orchestra for one term Before the subsidy takes effect.

Remission of up to 25% is available in certain cases, on the understanding that the student has 100% attendance at instrumental lessons during the previous term.

#### **4.4 School Trips further detail:**

- **Non Residential Trips**

Full costs of non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (over 50% time spent on travel counts in this calculation even if the travel itself occurs during school hours).

Voluntary parental donations only for any trip that takes place in school hours 50% or more.

FSM students will be funded 100% of any non-residential trip that takes place in school hours.

- **Residential activities**

Residential trips in school time 50% or more – the school can only charge board and lodging costs. All other costs would be a voluntary donation from parents

However, students whose parents are in receipt of certain benefits (Usually defines as FSM allowance) will not be charged for board and lodging costs if the trip takes place in school time (50% or more). Only this element of the trip cost will be funded by the academy.

On Residential trips, in school time, children in receipt of Free School Meals will be given a daily lunchtime allowance of £5.00.

Residential trips deemed to take place outside school time – all costs can be charged to all students.

- We never want cost to be a barrier preventing members of our school from our culture of belonging or from being able to take part in any trips and events that take place in more than 50% of school time.

We will work closely with all families in receipt of Free School Meals (FSM) to ensure that every child has equitable access to opportunity, during their time at the school. We will provide funding support for eligible FSM students upon request and in line with our Charging and Remission Policy.

Please contact the Finance Office if your child is in receipt of FSM and you would like additional financial assistance.

#### **4.5 Accidental or non-accidental damage**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.

#### **4.6 Work Experience**

A charge may be levied in respect to work placement Health & Safety checks and DBS checks.

The cost of travelling expenses from home to place of Work Experience placements is the responsibility of the parent/carer.

### **5 Voluntary contributions**

As an exception to the requirements set out in section 3 of this policy, 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 including transport costs
- Enrichment Activities
- Charitable Events

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or a visit then it will be cancelled.

### **6 Remissions**

In some circumstances the school may not charge for items or activities set out in section 4 of this policy. This will be at the discretion of the Trustees and will depend on the activity in question.

In addition, Parents/carers may apply to Braunton Academy for remission of charges for activities or for financial support towards the purchase of uniform items.

The student must at least:

- Have more than one term remaining at Braunton Academy OR
- Be starting at the school the following term.

The school will provide 30% discount on the cost of clothes purchased from Broken/Daw's Clothing Company, Clovelly Road, Bideford only.

To obtain this discount, an application must be duly completed and forwarded to the Principal for approval. Upon approval being granted, a letter will be issued which can be presented to Broken/Daw's Clothing Company which will give 30% discount on clothes purchased. **See form below.**

### **6.1 Remissions for residential visits in school hours**

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 taking place in school time:

- 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)

### **6.2 Is a residential trip in or out of school time?**

*If the number of school sessions on a residential trip is equal to or greater than 50 per cent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.*

### **6.4 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:
  - where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead;
  - we will establish a system for parents to pay in instalments in advance of school trips taking place;
  - when an opportunity for a trip arises at short notice it will 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 so it will be avoided where possible.

## **6 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 every 3 years.

At every review, the policy will be approved by the Trustees or their delegated committee.



**PARENT/CARER APPLICATION FOR UNIFORM CONCESSION****To: Mrs F Bowler - Principal****Name of Parent/Carer ..... (Please print)****Parent/Carer Signature ..... Telephone No .....****Name of Student ..... House/Tutor Group.....(Please print)**

I would like to request a 30% Concession on the purchase of School Uniform from Daw & Co in Bideford.

I am in receipt of the following benefit(s) – evidence attached:-

<b>TYPE OF BENEFIT</b>	(Please tick those which apply and provide documentary evidence) ✓
1. Universal Credit in prescribed circumstances;	
2. Income Support (IS);	
3. Income Based Jobseekers Allowance (IBJSA);	
4. Support under part VI of the Immigration and Asylum Act 1999;	
5. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit for that tax year.	
6. The guarantee element of State Pension Credit;	
7. An income related employment and support allowance that was introduced on 27 October 2008;	

Additional categories of parents/carers may apply for help with some costs in some circumstances, in order that no student will be unfairly disadvantaged. Applications will be considered and support may be granted at the discretion of the Principal.

**Authorisation by Mrs F Bowler (Principal) .....Signature****Date:**