

ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"



CHARGING AND REMISSION POLICY

Last Reviewed: ***October 2019***

Next Review: ***October 2020***

Governors Monitoring Pair: **Finance and Operations**

SLT Responsible: **Headteacher**

Review Period: **Annually**

"For the body does not consist of one member but of many" 1 Corinthians 12:14

HOPE

FORGIVENESS COMPASSION

FRIENDSHIP

WISDOM

CHARGING AND REMISSION POLICY

1. Introduction

The purpose of this policy is to ensure that, during the school day, all pupils have full and free access to a broad and balanced curriculum.

The Primary School day is defined as:

7.45 a.m. – 8.45 a.m. – Breakfast Club

8.45 a.m. – 3.00 p.m. (register closes at 9.00 a.m.)

3.00 p.m. – 4.30 p.m. – Extended Day

The Secondary school day is defined as:

8.00 a.m. -	8.45 a.m.	Breakfast
8.45 a.m. -	8.50 a.m.	Registration
8.50 a.m. -	9.00 a.m.	Assembly
9.00 a.m. -	10.00 a.m.	Period 1
10.00 a.m. -	11.00 a.m.	Period 2
11.00 a.m. -	12.00 noon.	Period 3
12.00 noon. -	12.30 p.m.	Lunch
12.30 p.m. -	1.30 p.m.	Period 4
1.30 p.m. -	2.30 p.m.	Period 5
SCHOOL ENDS		
2.30 p.m. -	3.30 p.m.	Period 6 (6 th Form)
3.30 p.m. -	4.30 p.m.	Period 7 (6 th Form)

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. The current School Admissions Code (2010), paragraphs 1.92 to 1.97, also provides information on contributions to school funds and contributions to participate in school visits.

The school must ensure that they inform parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

2. The Policy

2.1 This policy complements the school's Equality Policy and Educational Visits Policy.

2.2 Charges may not be made:

- For any form of payment or voluntary contribution as part of the admission process, however the school can ask for voluntary contributions from parents, once their children have been admitted to the school as long as it is clear that there is no obligation.
- For education provided during school hours, including the provision of materials, books, instruments or other equipment.
- For education provided outside school hours if it is part of the National Curriculum. It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. Geography

or Science fieldwork) and include, for example, activities designed to fulfil requirement under the National Curriculum 'inclusion statement' e.g. developing teamwork skills.

- For entry to any prescribed public examination taken by a pupil.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. (These examinations are those listed in regulations published annually by the Secretary of State).
- For transport to places other than the school at which the school has arranged for education to be provided.

2.2 Charges may be made for:

- Any material, books, instruments or equipment, where the child's parent/carer wishes him/her to own them.
- Optional extras (see below)
- Music and vocal tuition limited circumstances (see Music Tuition)
- Re-sit(s) of exams if a pupil fails, without good reason, to meet any examination requirement for a syllabus.

3. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/Governing Board have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit and the charge must not exceed the actual cost, further guidance on school policies for Learning Outside the Classroom including charging can be found at <http://www.lotc.org.uk>
- Extended day services offered to pupils (for example breakfast club, after school clubs, tea and supervised homework sessions).

In 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 building and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore

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include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parents cannot be charged a proportion of the costs incurred by teachers leading a trip. This applies to both school hours and non-school hours trips. During non-school hours a member of staff may be engaged on a separate contract to lead a party and their expenses can then be charged to the total cost of the trip for pupils

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4. Implication of the Policy as it relates to specific current Activities

4.1 Work Experience

If pupils travel from school to work experience venues then the transport must be provided free of charge. However, if the pupil travels directly from home to work experience, using transport not provided by the School, then parents may be asked to meet the cost of travel.

4.2 Residential Trips

Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit or the guaranteed element of State Pension Credit. If 50% or more of the visit is during school hours no charges may be made for either activities or transport but however it is appropriate to seek voluntary contributions.

If 50% or more of the trip is outside normal schools hours, the full cost of the trip will be charged. Any remission of charges in this instance is at the discretion of the school/governors.

4.3 Required Trips

A required trip is one required as a compulsory part of a prescribed examination or the curriculum. It is expressly forbidden to charge for such trips whether or not they take place in school hours or holiday time. It is however appropriate to seek voluntary contributions from parents for such trips. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

4.4 Activities and Visits mainly during the School Day

It will not be possible to demand payment for activities during school hours, nor will it be possible to charge for transport to and from alternative educational venues (e.g. The London Museums, Hartsdown Leisure Centre). It is possible, however, to request voluntary payments. It is important to understand that pupils may not be omitted from an activity on the grounds that their parents/carers are unwilling to pay, e.g. a pupil cannot be refused use of the Leisure Centre during a lesson on the grounds that their parents/carers are unwilling to pay. If the rest of the pupils go he/she **must** go. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled

4.5 Trips organised by Third Party during School Hours

It is not common practice for the School to use commercial agencies to organise and run School time study trips, however, on rare occasions this has taken place. It is possible for

the School to use such agencies if and only if the company charges the parents directly. The School must not participate in any transaction. In such circumstances it is the responsibility of parents, together with the staff accompanying the trip, to enquire about the adequacy of safety arrangements made by the company.

4.6 Examinations

Parents may not be charged fees for prescribed examinations. However, if a pupil fails without good reason to attend an examination for which they are entered or where they fail to complete the requirements of any examination without good reason and the school has paid or agreed to pay the entry fee then the parents can be charged.

It is important to note that a pupil **must** be entered for any examination for which he/she has been prepared, unless there are sound educational reasons for not entering them.

4.7 Charges for Breakages

It is possible to charge parents for breakages or damage resulting from pupil's behaviour. However, in practise, this is difficult to enforce in a way which is fair to all. (It is therefore the intention to remit part of these charges for all pupils), and parents should only be requested to make a contribution to the cost of repair or replacement for breakages or damage resulting from pupils behaviour. In exceptional circumstances it may be thought to be desirable to levy a full charge. If this is the case then the matter must be discussed with the relevant member of the Senior Leadership Team who is empowered to make a final decision on behalf of the Governors

4.8 Materials used in Lessons

Parents can not be made to pay for curriculum materials. However if parents say in advance that they want the finished item then they can either be expected to provide the materials or ingredients or a charge can be levied on them to cover the cost of the materials of the finished item. No pupil can be excluded from an activity on the grounds that their parents will not pay for materials.

4.9 Music Tuition

Specialist music lessons whether instrumental or vocal can be charged for individual lessons or groups of two or more providing it is not a compulsory component of a prescribed syllabus.

4.10 Extended Schools

These activities might be delivered directly by the School or through Schools working collaboratively with each other and other relevant agencies and organisations. It is expected that there may be a charge for this service.

5. Conclusion

It is hoped that this policy provides advice on all likely circumstances. However if a member of staff is in doubt about whether or not to levy a charge for a particular activity then they **must** consult with Finance or the relevant member of the Senior Leadership Team before making any decision.

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