

CHARGING & REMISSIONS POLICY

PENDLE VALE COLLEGE



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1. Aims

Pendle Vale College 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 and will not be made
 - Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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.

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

4.1 The governing board

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

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee.

Monitoring the implementation of this policy has been delegated to the Finance and Resources Committee.

4.2 Headteacher

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

4.3 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.

4.4 Parents

Parents are expected to notify staff or the Headteacher 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:

5.1 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 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/carer
- 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 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 pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for 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:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We can 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board 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/carers 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 that is to be charged for.

6.3 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/carer.

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 pupil who is looked after by a local authority

6.4 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 section 5 of this policy, the school can 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/carers for voluntary contributions include:

- Pastoral day visits and events
- Trips and visits (including sports trips)
- Residential and / or overseas trips and visits
- Rewards events and trips

There is no obligation for parents/carers 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, then it will be cancelled.

8. Activities we charge for

We may charge for the following:

- materials, books, instruments or equipment (where they desire their child to own them), for example mathematical equipment
- wilful damage to academy property, equipment and furniture
- lost or damaged text or exercise books, lost locker keys and badges, planners etc.
- ingredients and materials for practical subjects (including design technology, food technology etc.)
- use of community facilities

Where appropriate, school will calculate and explain the charge on each occasion. For example, whether the charge includes transport, building or insurance costs.

For regular activities, the charges for each activity will be determined by the school and reviewed by the governing board at the start of each financial year. Parents/carers will be informed of the charges for the coming year.

School may charge for the cost of replacing items broken, damaged or lost due to their child's behaviour. Families will not be taken to court for failure to pay such costs, except in cases of criminal damage.

9. Optional Extras

We may charge parents / carers for the following optional extras:

- education provided outside of school time that is not:
 - part of the national curriculum
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the school
 - religious education
- examination entry fees (where the student has not been prepared for the examinations at the school)
- transport for trips, other than that arranged by the council for the student to be provided with education
- board and lodging for a student on a residential visit
- extended day services offered to students

When calculating the cost of optional extras, the school will only take into account the following:

- materials, books, instruments or equipment (provided in relation to the optional extra)
- the cost of buildings and accommodation
- the employment of non-teaching staff
- the cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge more than the actual cost of providing the optional extra (divided by the number of participating students).

School will not charge a subsidy for any students wishing to participate but whose parents / carers are unwilling, or unable, to pay the full charge. If a proportion of the activity takes place during school hours, the school will not charge the cost of alternative provision for those not participating.

Participation in any optional activity will be based on parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

10. Examination fees

We may charge for examination fees if:

- the examination is on the prescribed list, but the student was not prepared for it at the school (eg a language not offered by the school)
- the examination is not on the prescribed list, but the academy arranged for the student to take it
- Peripatetic examinations that the parent requests the child to undertake
- a student fails, without good reason, to complete the requirements of any public examination where the school agreed to pay the original fee (for example a former Post-16 student re-sitting as an 'external' candidate)

It will be at the school's discretion if a student is entered for a second, or subsequent, attempt at an examination. Payment of fees will be discussed and agreed on an individual student basis.

11. 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 governing board and will depend on the activity in question.

11.1 Remissions for residential visits

Parents/carers 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

12. Monitoring arrangements

The College Business Manager monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the full Governing Body in the Summer Term.