

Charging and Remissions Policy

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1. Introduction

- 1.1.** The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy is equally applied to all students.
- 1.2.** In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours. We apply the charging and remissions policy in line with Section 457 of the Education Act 1996.

2. Definition

- 2.1.** The school day is defined as: 0900 – 1700 Monday to Thursday, 0900 – 1600 Friday.

3. Responsibilities

- 3.1.** The Governing Body of the School are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect for individual parents will be considered jointly by the Principal and Governing Body.

4. Policy Statement

- 4.1.** During the school day all activities that are a necessary part of the Curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument, or day trips for enrichment or trips to other organisations for career development, not associated with the curriculum. Unless the teaching is an essential part of either the Curriculum or a public examination syllabus being followed by the student(s), we will make a charge.
- 4.2.** There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:
 - The examination is on the set list, but the student was not prepared for it at this school;
 - The examination is not on the set list but we arrange for the student to take it;
 - A student fails without good reason to complete the requirements of any public examination where the Governing Body or the LA originally paid or agreed to pay the entry fee.



5. Voluntary Contributions

5.1. Parents may be invited to make a voluntary contribution towards the following:

- a) Activities supporting a curriculum area
- b) Education trips and visits
- c) Associated travel costs

5.2. The request for the voluntary contribution is entirely voluntary and a parent is under no obligation to pay. No students will be treated differently whether or not parents decide to pay the contribution.

5.3. From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Principal to agree to their child being absent for that period.

5.4. The school or governing body can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, school trips etc will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

5.5. The responsibility for determining the level of voluntary contribution is delegated to the Curriculum Leads/Leadership team within the school. The Principal and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

6. Education Partly During the School Day

6.1. If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

7. Residential Activities

7.1. Charges will be made for board and lodging for all children (not exceeding costs). Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.



8. Optional Activities Outside of the School Day

- 8.1.** We may charge for optional, extra activities provided outside of the school day, for example specific clubs such as baking and craft. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of baking, pupils should provide their own ingredients. However if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.
- 8.2.** Where we wish to charge we will inform parents/carers in advance. Where specific funding has been received to support particular activities (e.g; pupil premium) we will subsidise the charge to the extent permitted by the funding. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

9. Optional Extras

- 9.1.** Charges will be made for some activities known as “optional extras”. Where an optional extra is being provided, a charge can be made for: entrance fees, providing transport, materials, books, instruments or equipment. Optional extras are:
- Education provided outside of school time that is not:
 - a. Part of the planned curriculum;
 - b. Part of a syllabus for a prescribed public examination which the student is being prepared for at the school; or
 - c. Part of PSHE.
 - Examination entry fee(s)/re-sits if the registered student has not been prepared for the examination(s) at the school;
 - Transport that is not required to take the student to school or to other premises where the school/governing body have arranged for the student to be provided with education; and
 - Board and lodging for a student on a residential visit.
- 9.2.** In calculating the cost of optional extras an amount may be included in relation to:
- Any materials, books, instruments, or equipment provided to support the optional extra;
 - Non-teaching staff supporting activities;
 - Any breakages caused by a student;
 - Insurance costs;
 - 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.

9.3. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include a subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. A charge will not be added for the cost of alternative provision for those students who do not wish to participate.

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

10. Minibus

10.1. Only students of the school, school staff or parents/carers may be charged for travel in the minibus (in line with Section 19 of the Transport Act 1985). Charges made will cover only actual costs incurred, including depreciation.

11. Damage/Loss to Property

11.1. A charge will be payable for wilful damage, neglect or loss of school property or the property of a third party (including premises, furniture, equipment, books or materials), if it has been charged to the school. The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Principal.

12. Calculating Charges

12.1. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

12.2. Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

12.3. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.



13. Music Tuition

13.1. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges will be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the Curriculum. In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

14. Lettings

14.1. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance, Resources and Estates Committee. For users connected to the school, the charge will be based on the staff overtime costs.

15. Other Charges

15.1. The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED Report.

16. Remissions

16.1. The Principal, Finance, Resources and Estates Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

16.2. Complete remission of any charges for board and lodging for a residential trip may be made if:

- a) The education provided on that trip cannot be charged for; and
- b) The pupil's parents/carers are in receipt of relevant support payments, such as:
 - Income Support
 - Income Based Jobseekers Allowance
 - Support under part V1 of the immigration and Asylum Act 1999
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

17. Procedure for Collection of Income

17.1. In normal cases, letters will be sent out when a charge is made (e.g. for a trip) and



these will be accompanied by a clear verbal instruction by the activity organiser that arrangements may be available to support parents/families who are eligible for remissions. Payments should be made through ParentPay by all parents where possible.

- 17.2.** Please contact the school Business manager for clarification of any of the details within this policy by email at: agrant@devonstudioschool.co.uk for more details.

18. Publication of Information

- 18.1.** A copy of this policy will be available from the school website at: <http://devonstudioschool.co.uk/>

Signed

Principal:

Date:

Chair of Governors:

Date:

