



HAILEY HALL SCHOOL

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CHARGING AND REMISSIONS POLICY

Date last reviewed: Autumn Term 2021

Review Date: Autumn Term 2022

Responsible Committee: Finance & Premises

Responsible person: Finance Manager

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1. Purpose

We believe all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' 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 pupils taking full advantage of the opportunities.

This policy aims to have robust, clear processes in place for charging and remissions and to clearly set out the types of activity that can be charged for and when charges will be made.

2. What was consulted?

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.

3. Relationship to other school policies

The policy complements the school's single equality policy, curriculum policy, and the teaching, learning and assessment policy.

4. Roles and responsibilities of Headteacher, other staff, Trustees

4.1 The Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy.

In our school, monitoring the implementation of this policy has been delegated to the Finance and Premises Committee.

4.2 The 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

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents / Carers

Parents / Carers 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

The Headteacher, staff and Trustees will ensure that the following applies:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- 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 board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school
- Transport provided in connection with an educational visit

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

6. Activities for which charges may be made are as follows:

6.1 Education

Any materials, books, instruments, or equipment, where the child's parent / carer wishes him or her to own, including, for example, the costs of materials and ingredients used to make an item in technology which the child takes home.

Optional extras (see below):

- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities.

6.2 Optional extras

We are able to charge for activities known as ‘optional extras’. In these cases, the school 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 local authority / 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 / Carer agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school 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. However, pupils whose parents / carers are in receipt of certain benefits (see point 8.1 below) may not be charged for board and lodging costs.

We can charge for residential trips deemed to take place outside school time (other than for those activities listed in 5 above).

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 percent 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.

When any trip is arranged parents will be notified of the policy for allocating places.

6.5 Boarding

The school can charge for extended day boarding for those pupils who do not qualify for boarding provision approved by their local authority and who access boarding facilities from the end of school until bedtime or from boarders' breakfast up to the start of school.

6.6 Activities outside school hours

Non-residential activities (other than those listed in 5 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

6.7 Damage caused by students to school property

The school reserves the right to charge parents / carers for damage caused to school property by their child. The charge will be based on replacement cost or cost of repair.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents / carers 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:

- School trips and visits
- Donations to be passed on to charities

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. Families qualifying for remission or help with charges

To remove financial barriers from disadvantaged pupils, the Board of Trustees has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents / carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

8.1 Category A

Parents in receipt of

- Universal Credit in prescribed circumstances
- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension
- An income related employment and support allowance that was introduced on 27 October 2008.

Additional categories of parents / carers may claim help with some costs in some circumstances.

8.2 Category B

The Board of Trustees 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 have established a system for parents / carers to pay in instalments
- 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 pupils from families on lower incomes and we will avoid that method of selection.

9. Arrangements for monitoring and evaluation

The Finance and Premises Committee of the Board of Trustees will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.