

## Charging & Remissions Policy

Version 4.2

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Reviewer:	H. Chamberlain
Governor Link:	Chair of Resources

# CHARGING & REMISSIONS POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

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## A. Principles

The School must adhere to current legislation and Department for Education regulations with regard to charging for school activities. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

## B. General

### 1. The School cannot charge for:

- 1.1. An admission application;
- 1.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 1.3. 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 student is being prepared for at the school, or part of religious education;
- 1.4. Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- 1.5. Entry for a prescribed public examination, if the student has been prepared for the examination at the school;
- 1.6. Entry for a prescribed public examination re-sit(s), if the student is being prepared for the re-sits(s) at the school;
- 1.7. Transport of registered students where:
  - 1.7.1. there is a statutory obligation to provide transport;
  - 1.7.2. the governing body has arranged for students to be educated on other premises;

- 1.7.3. the student needs to meet an examination requirement, if prepared for that examination at the school;
- 1.7.4. transport is provided in connection with an educational visit.
- 1.8. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a resident visit.

**2. The School is permitted to request voluntary contributions:**

- 2.1. For the benefit of the school or any educational activities as shown in clause 2 above, whether in or out of school time.
- 2.2. Parents must be notified that there is no obligation to make any contribution but, if insufficient voluntary contributions are raised, the activity may be cancelled.
- 2.3. Parents on low incomes and in receipt of certain benefits (see Remissions) must be made aware of the support available to them when being asked for voluntary contributions towards the cost of school activities.
- 2.4. No student will be excluded from an educational activity as shown in clause 2 above, if the parents are unwilling or unable to pay.

**3. Education partly during school hours:**

- 3.1. Subject to clause 2 above, if 50% or more of the time spent on **non-residential activities** occurs during school hours, it is deemed to take place during school hours. Travel time counts if the travel occurs during school hours. School hours do not include the break in the middle of the day.
- 3.2. If the number of school sessions taken up by a residential visit is equal or greater than 50% of the number of half days spent on the visit (periods of 12 hours ending with noon or midnight on any day), it is deemed to have taken place during school hours (even if activities take place in the evening). So, for example, if students are away from noon on Wednesday to 9pm Sunday = nine half days including five school sessions, the visit is deemed to have taken place during school hours; however, if students are away from noon on Thursday to 9pm Sunday = seven half days including three school sessions, the visit is deemed to have taken place outside school hours.

#### 4. The School can charge for:

- 4.1. Education provided outside of school time, including materials, books, instruments, or equipment, that is not part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- 4.2. Examination entry fee(s) if the student has not been prepared for the examination(s) at the school;
- 4.3. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails to meet any examination requirement for a syllabus without good reason;
- 4.4. Transport, subject to Clause 2 above;
- 4.5. Instrumental or vocal tuition, both individually or in groups, where the tuition is not an essential part of the national curriculum, the student is not a looked after child, and the tuition is provided at the request of the student's parent;
- 4.6. Any materials, books, instruments, or equipment where the child's parent wishes him/her to own them;
- 4.7. Board and lodging for a student on a residential visit; see Remissions for exceptions.
- 4.8. Residential activities, including tuition, transport, board and lodging and other costs, which fall outside of school hours;
- 4.9. School meals and other catering items on sale in the school;
- 4.10. Extended day services offered to students (for example breakfast club, after-school clubs, and supervised homework sessions);
- 4.11. Costs of repair or replacement resulting from wilful or reckless damage or loss of school property;
- 4.12. Reprographics costs, where a document has been photocopied on request, whilst respecting copyright laws;
  - 4.12.1. The charge must not exceed the actual cost but, in calculating any charges, an amount may be included in relation to:
- 4.13. Any materials, books, instruments, or equipment provided in connection with the activity;
- 4.14. The cost of buildings and accommodation;
- 4.15. Teaching staff engaged under contracts for services or supply teachers engaged purely to provide the activity;

- 4.16. Non-Teaching staff;
- 4.17. 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 chargeable;
5. To determine the charge, the total costs must be divided equally by the total number of students who will be participating in the activity. There must be no subsidy for other students wishing to participate whose parents are unwilling or unable to pay the full charge.
6. Parental agreement to pay is a pre-requisite of the provision of any chargeable activity.

## **C. Remissions and Concessions**

1. The Headteacher may use discretion to subsidise part or all of the payment of some charges for certain activities and students.
2. Any requests for the remission of charges will be treated as confidential.
3. The Headteacher will determine and authorise any remission of charges.
4. The school will give consideration to the remission of charges to parents or carers who prove they are in receipt of the following support payments:
  - 4.1. Income Support (IS);
  - 4.2. Income Based Jobseekers Allowance (IBJSA);
  - 4.3. Income related Employment and Support Allowance.
  - 4.4. Support under part VI of the Immigration and Asylum Act 1999;
  - 4.5. The guaranteed element of Pension Credit;
  - 4.6. Child Tax Credit (provided that there is no entitlement to Working Tax Credit and the family's income does not exceed the current level set by Her Majesty's Revenue and Customs);
  - 4.7. Working Tax Credit run-on – paid for 4 weeks after ceasing qualifying for Working Tax Credit;
  - 4.8. Universal Credit – after 1 April 2018 with the household income less than £7,400 per annum (after tax and not including any other benefits).
5. Children of families who receive these support payments or children who receive these benefits directly are:
  - 5.1. entitled to free school meals at the current school meal rate set by the Governing Body;
  - 5.2. exempt from paying the cost of board and lodging, provided the residential visit is required as part of the national curriculum or part of the syllabus for a prescribed examination;

- 5.3. Children eligible for free school meals remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2022.
6. Parents of students who are eligible for free school meals or Pupil Premium have the right to apply for financial assistance where a charge is payable or a voluntary contribution is requested.