



## Charging and Remissions Policy

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<b>Originator</b>	D Kirkham
<b>Responsible sub-committee:</b>	
<b>Responsible Individual:</b>	Board collectively
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<b>Target audience:</b>	All stakeholders in the Trust – external and internal
<b>Dissemination via:</b>	Email; P drive at Tapton – NO SHARED TRUSTWIDE NETWORK

VERSION	SECTION	AMENDMENTS	DATE	AUTHOR
1.0			NOV 2016	DKIRKHAM
1.1		NONE	NOV 2017	DKIRKHAM

## Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Tapton School Academy Trust's policy applies to charges made to parents/students, for the use of facilities by private individuals and to third party organisations that rent school premises.

Under the terms of the Education Act 1996, the Governing Body of Tapton School must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity
- Instrumental and vocal music tuition is an exception to the rule that 'all education provided during school hours must be free'

## Procedure

- 1. Admissions** – no charge shall be made in respect of admission unless it is for the purpose of:
  - part-time education for persons over compulsory school age
  - full-time education for persons over compulsory school age
  - teacher training
- 2. Provision of education** – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. When education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge persons who are not registered pupils at the school for education provided or for facilities used by them belonging to the school.
- 3. Visits during the school day** – a voluntary contribution will be requested to cover the cost of educational visits and other activities. If a parent is unwilling or unable to pay their child will not be discriminated against, however, where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.
- 4. Optional extras**– Charges may be made for some activities that are known as 'optional extras'. Charges for optional extras will not exceed the actual cost of providing the activity. Optional extras may include:
  - Education provided outside school hours that is not part of the school curriculum; part of a syllabus for a prescribed public exam that the school is preparing the pupil for or part of religious education
  - Exam fees (if the pupil has not been prepared for the exam by the school)
  - Board and lodging on a residential visit

- Transport provided in connection with an optional extra
- Extended day services e.g. breakfast club

- 5. Residential visits** – where at least half of the time away from home is not normal school time and/or where the work undertaken is not an integral part of the curriculum, examination course or part of religious education, the trip can be classified as ‘an optional extra’. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges.

Where more than half of the time away from home is classed as part of the normal school day a charge will be raised to cover the cost of board and lodgings. A voluntary contribution will also be sought to cover the cost of staffing/transport and materials where appropriate.

Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

Parents who are in receipt of any of the allowances listed on page 4 have the right to claim free board and lodgings by completing a ‘hardship application form’ which can be found on the website or requested from reception.

- 6. Public examinations** – No charge shall be made in respect of the entry of a registered pupil at the Academy. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the Academy. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee.
- 7. Musical Instrument tuition** – The Charges for Music Tuition (England) Regulations allows for charges to be raised for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the pupils’ parents. Charges may not exceed the cost of provision, including the cost of the staff who provide the tuition. Tapton School Academy Trust will raise the appropriate level of charge for musical/vocal instrument tuition with the exception of Children Looked After and pupils in receipt of pupil premium funding.
- 8. Musical Instrument hire** – some schools in the Trust have musical instruments that are available for hire to students at an annual charge. Instruments loaned to students as part of the Pathways Programme are loaned at nil cost, however, should the instrument be taken off the school site and is subsequently lost or damaged the parent signs a letter to agree to pay £20 towards the cost of replacement.
- 9. Breakages** – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to Academy property which is placed under the responsibility of the student and may be taken off the premises.

### **Remission of Parent/Student charges**

Parents who find themselves in financial difficulties and who are in receipt of the allowances listed below may apply to the school for financial support towards the cost of trips/visits and materials for practical subjects (In particular they have the right to claim free board and lodging where a school activity requires pupils to spend nights away from home).

- income support
- income based job seekers allowance
- receive support under part VI of the Immigration and Asylum Act 1999
- receive child tax credit provided that working tax credit is not also received and the family's income does not exceed £16,190
- the guarantee element of State Pension Credit
- working tax credit
- working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- an income related employment and support allowance (introduced in October 2008)

(The above allowances are aligned with the free school meals eligibility criteria).

### **Third Party Lettings/Use of Facilities**

- Under no circumstances will lettings be subsidised from resources provided for students' education.
- Facilities will only be let where they are not needed for purposes of education during that time.
- The charge is negotiated between the school and the prospective tenant.
- All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the let. Where there is a doubt the school can consult its' insurer.
- Consideration is given to charging where a third party tenant makes use of school facilities, at whatever hour, that belong to the school. Examples of these might include projectors, IWB, ovens etc.
- Where the school is a PFI school, opportunities are limited, except during the hours of 0700 to 1800. During this time a charge can be made to cover the use of the premises, administration, wear and tear and general disturbance. The Headteacher and the PFI landlord should be made aware of the letting, the latter being responsible for the provision of fixed facilities (washrooms etc), health and safety and cleanliness.

**All charges for income of any nature must be made through the Finance Office.  
Likewise, all monies received for such income must be paid to the Finance Office.**