

# Welburn Hall School



## Charging and Remissions Policy

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## Introduction

1. This policy takes guidance from the DfE Departmental Advice '*Charging for School Activities*' October 2014. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Departmental Advice complements the information given in section 7.5 of the Governors Handbook and reflects the terms of the Education Act 1996.
2. This policy will be reviewed on an annual basis by the Governing Body and will be adjusted in line with any new Government or Local Authority recommendations. It sets out Welburn Hall School's position on charges and remissions.

## Charging

3. School governing bodies and local authorities, cannot charge for:
  - an admission application to any state funded school;
  - 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 (includes learning outside the classroom experiences designed to fulfil requirements under the national curriculum 'inclusion statement' such as developing teamwork skills), or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;
  - entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
  - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents).
4. Schools and local authorities can charge for:
  - optional extras (see below);
  - community facilities (see Lettings Policy);
  - music and vocal tuition, in limited circumstances (see below);
  - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them. This includes cooking ingredients and design technology materials where parents have indicated that they would like their child to bring home the finished product ;and
  - certain early years provision.

## Voluntary contributions

5. Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities. This includes activities during normal school hours and/or the National Curriculum, for example visits to museums, art galleries, theatres, zoos, etc, and in-school activities such as music and poetry recitals, etc.
6. The School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution.
7. No pupil will be excluded from a visit or activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit or activity, or the School cannot fund it from some other source, then it will be cancelled. Staff organising visits and activities should make this clear to parents at the outset.
8. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. We will not send colour coded letters to parents as a reminder to make payments and we will not send direct debit or standing order mandates to parents when requesting contributions.

## Optional extras

9. Charges will be made for some activities that are known as 'optional extras', which are:
  - education provided outside of school time that is not:
    - a) part of the national curriculum;
    - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
    - c) part of religious education.
  - board and lodging for a pupil on a residential visit;
  - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions);
  - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

10. In 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, this includes supply teachers engaged specifically to provide the optional extra; and
  - 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.
11. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
12. In cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
13. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Music tuition**

14. Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.
15. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges may be made 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 pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
16. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## Transport

17. Schools cannot charge for:

- transport provided in connection with an educational visit.
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated; and
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

## Residential visits

18. Schools cannot charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

19. Schools can charge for board and lodging, but the charge must not exceed the actual cost.

20. When School informs parents about a forthcoming residential visit, we will make it clear that parents who can show that they are in receipt of the following benefits (aligned with free school meals eligibility criteria) will be exempt from paying the cost of board and lodging:

- Universal Credit during the initial roll out of the benefit;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 HMRC) does not exceed £16,190;
- Guarantee element of State Pension Credit;
- Income Related Employment and Support Allowance (IRESA);
- A "Run-on" of Working Tax Credit.

21. The costs involved in the remission of board and lodging costs are borne by the School and may be covered by pupil premium/bursary funding where applicable or support requested from the Home School.

22. We will additionally request voluntary contributions from parents to cover the cost of activities to be undertaken during the residential visit and the cost of travel (rail or bus fares, minibus fuel, etc).

### **Loss or damage to school property**

23. Parents may be charged for all or some of the cost of any damage to School property where this has been intentional, for example broken windows and doors, computer equipment, lost or damaged books, etc. Parents may also be charged for examination entries where a student has failed without good reason to meet any examination requirement for asyllabus.

### **Remissions**

24. Parents in receipt of any benefits aligned with free school meals eligibility criteria are exempt by law from paying the cost of board and lodging on residentialtrips.
25. The School will also consider remitting all or part of the cost of any activityor visit for which voluntary contributions have been requested for parents in receipt of any benefits aligned with free school meals eligibilitycriteria.
26. The costs involved in remitting charges and/or voluntary contributions may be covered by pupil premium/bursary funding where applicable or support requested from the Home School Association or other fundingsources.

### **Funding sources**

27. Funding for activities, trips and residential visits can be secured from the following sources, provided the requirements of this policy are met for the specificcircumstances:
- Voluntary contributions fromparents
  - School budgets for learning outside the classroom and in-school activities such as music and poetryrecitals
  - DfE/EFA funding such as pupil premium andbursaries
  - Welburn Hall Home SchoolAssociation
  - Localcharities
  - Fundraising
  - Sponsorship
  - Fundbids