



## Charging and Remissions Policy

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<b>Document Author:</b>	Claire Elliott		
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1		Claire Elliott	Reviewed and moved onto new template.

## **1. Aims**

Our school aims to:

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

## **2. Legislation and guidance**

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.

## **3. Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The Local Governing Body**

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but delegates this to the Compliance and Audit Committee.

The Compliance and Audit Committee also has overall responsibility for monitoring the implementation of this policy.

### **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 Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents 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**

Below we set out what the School cannot charge for:

### **5.1 Education**

- 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the School
  - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the School
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the School

## **5.2 Transport**

- Transporting registered students to or from the School premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Governing Body or Local Authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the School
- Transport provided in connection with a compulsory curriculum visit

## **5.3 Residential curriculum visits**

- 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the School.
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential curriculum visit.

## **6. Where charges can be made**

Below we set out what the school can charge for:

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- 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 student is being prepared for at the School.
  - Religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the School
- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority/Governing Body has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents 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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra for which a charge is made.

### **6.3 Music tuition**

The School can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

#### **6.4 Residential Curriculum Visit**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

#### **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 to fund activities during school hours which would not otherwise be possible.

Some activities for which the School may ask parents for voluntary contributions include:

- Performances or events given by outside agencies in school to supplement the curriculum
- Trips or visits which enrich the curriculum or life of the School
- Recreational trips or visits
- Revision or study opportunities outside the school day or in the holidays

There is no obligation for parents to make any contribution, and no child will be excluded

from an activity if their parents 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. Activities this school charges for**

The School will charge for the following activities:

- Provision of a school locker. The charge contributes to the purchase and maintenance of the lockers but does not cover the whole cost
- Revision and textbooks, where recommended by the School and when the child's parent wishes him or her to own them. The School is often able to purchase such books in bulk and at reduced cost, and we pass this reduction on to parents. For disadvantaged children, the School will purchase such books (and other equipment) from the Pupil Premium Grant.
- Music and vocal tuition, at the request of parents, but when it is not essential for delivery of the curriculum.

#### **9. Remissions**

In some circumstances the School may not charge for items or activities set out in sections 6 and 8 of this Policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

### **9.1 Remissions for residential curriculum visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 Her Majesty's Revenue and Customs) does not exceed the threshold stipulated for the current year
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

### **10. Support for voluntary contributions.**

At the discretion of the Headteacher, and upon request from the parents, the School will consider supporting voluntary contributions. This applies to disadvantaged children, in receipt of Pupil Premium funding and according to the criteria set out in Appendix 1.

### **Monitoring arrangements**

The Headteacher monitors charges and remissions and ensures these comply with this Policy.

## Pupil Premium Educational Visits Protocol

### Aims

Educational visits with a clear purpose are an essential part of a broad and balanced curriculum and a part of the School. Taking part in educational visits supports the education of the child. They are an opportunity to extend students' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest, talent or in some cases professional fulfilment.

The aim of the Pupil Premium education visits protocol is to ensure that all disadvantaged students (those recognised by pupil premium funding) can take part in these aspects of school life.

We will achieve our aims by:

- Offering visits to students that will support the education of the child
- Offering financial support to disadvantaged students

### Principles

- Members of staff are aware of the educational visits protocol and follow the procedures when planning their visits
- All disadvantaged students have the right to access educational visits
- An educational visit, in this context, is one which improves the education and interests of the whole child

### Procedures

#### Planning a School Visit

**Step 1** - When staff plan a school visit it is important that they identify the "type" of visit that they are planning.

Visit Type	Definition	Example Visit
1. Compulsory Curriculum Visit	A visit that directly relates to or is essential for the course that the student is taking and the work they are completing.	Geography field visit for completion of coursework.
2. Rewards	As part of the OBHS Award students are	

	invited on a reward visit or similar.	
3.Non-compulsory educational visit	A visit that provides enrichment to the child's personal development or understanding of an aspect of the curriculum	trenches visits, foreign trip.

If the visit type is unclear, then there must be a discussion with the Educational Visits Coordinator to ensure the correct type is identified.

**Step 2** - The visit leader must then calculate the contribution required (if any) by the disadvantaged student. They must use the tariff below to calculate this.

Visit Type	Disadvantaged Maximum Funding Contribution Percentage
1	100%
2	100%
3	Maximum £500 per year per child for LAC/post LAC Maximum £300 per year per child service

**Step 3** - The visit leader must use pupil premium data to identify who the disadvantaged students are.

**Step 4** - The estimated expenditure from pupil premium funding should be given to the member of staff in charge of pupil premium. No visit will be approved without this step being completed. It is important that your line manager is also involved with the decision making process.

**Step 5** - The member of staff in charge of disadvantaged students will assess the request for funding based on the visit type and funding availability.

**Step 6** - Letters should be sent to disadvantaged students separately alerting parents/carers of the financial support available for the visit. This should be carried out discreetly.

**Step 7** - Once payment is required, pupil premium funding will be transferred to the school visit fund using the school's normal procedures.



Visit leader to submit evaluation of trip on EVOLVE system within one month. If PP funding used comments on impact and outcomes for students should be included.