



Three Ways School

Charging and Remissions Policy

Policy Ratified on	24 January 2019
Reviewed on	Internal review on 15 January 2019 – no changes made
Policy Ratified by	Finance Committee
Policy Review Date	Annual
School Policy Lead	Headteacher

Introduction

This policy sets out when the school will charge parents and when parents will be entitled to the remission of charges.

Rationale

The governors and staff recognise that extra curricular activities and excursions undertaken out of the school environment make a valuable contribution to the learning and experience of pupils. Visual and 'hands on' experiences broaden and enhance learning opportunities and enhance the curriculum.

Purpose

The purpose of this policy is to ensure that:

- equal opportunities are provided for all pupils
- to promote and provide for all pupils
- to promote and provide activities as part of a broad and balanced curriculum by inviting voluntary contributions
- to ensure that curricular activities, offered wholly or mainly during normal teaching time are available to all pupils, regardless of their parents/carers ability or willingness to meet the cost
- to support extra curricular activities by making them accessible to all pupils
- to identify those activities for which charges may be levied
- to determine which charges will be remitted for parents experiencing hardship

List of activities for which charging is not permitted

The school cannot charge for the following activities:

- 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;

List of activities for which charging is permitted

The school may charge for the following activities:

- The full cost of board and lodging on a residential visit (subject to any statutory and discretionary remissions, see below)
- The full cost of activities which take place wholly or mainly outside school hours but which is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.

- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- The full costs of entering the student for a public examination not prescribed in regulations and for preparing students for such an examination outside school hours.
- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination
- The full costs of entering the student in an exam for which the school has prepared the student if the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is.

Music tuition

Music tuition can be charged for where the provision of tuition in singing or playing a musical instrument during school hours (whether provided individually or to a group of two or more pupils) is made at the request of the pupil's parent. For music tuition provided outside of school hours, see above.

Music tuition cannot be charged for when:

1. Tuition is provided in following a duty imposed by section 88 of the Education Act 2002 (implementation of National Curriculum for England), or
2. Education provided to a class of pupils in Key Stage 2, which follows the DfE's policy "Instrumental and Vocal Tuition at KS2" (to enable pupils to decide if they wish to receive further music tuition);
3. See also in respect of Looked After Children

Remissions

A: Parents in receipt of Benefits.

Parents in receipt of the following benefits:

- Universal Credit (UC) in prescribed circumstances (TBC by government when UC is fully rolled out)
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that they do not also receive Working Tax Credit **and** have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance
- the guarantee element of State Pension Credit;

- an income related employment and support allowance that was introduced on 27 October 2008.

Will be entitled to remission of the following charges:

- The full cost of board and lodging on residential visits in **school time**
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
 - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
 - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

Parents should be made aware of these remissions when a forthcoming trip is announced

B: General Remission

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost

C: Looked After Children

- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Statement about voluntary Contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

Remember that every request for a voluntary contribution must also carry this wording for it to be lawful.

If the school requests voluntary contributions for purposes other than for specific trips or activities, the statement should read

“Contributions are voluntary and no student will be treated differently according to whether or not their parents have made any contribution in response to this or any other request.”

Records

Records should be kept of all voluntary contributions and any charges received. The auditor may request these records. The records should be kept by the class staff and the finance officer.

Equal Opportunities

The school supports the rights of all pupils and staff to equal access and chances regardless of age, ethnicity, gender, social circumstances, ability or sexuality.

Health & Safety

Health & safety issues are described fully in the school's Health & Safety Policy. It is the responsibility of each adult to report health & safety issues without delay.