

# Charging and Remissions Policy (CST)

**Last Updated Saturday 12th November 2016**

This policy applies to Benjamin Adlard Primary School, Mount Street Academy and Lincoln Carlton Academy.

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## 1. Status and publication

1.1 This policy is required by law. The school will publicise this policy on the school's website and copies will also be available from the School office. This policy can be made available in large print or other accessible format if required.

## 2. Aims of this policy

2.1. Lincoln Carlton Academy, Mount Street Academy and Benjamin Adlard Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This Policy sets out what the Schools will and will not charge for as well as setting out what remissions are available for parents.

## 3. What was consulted?

3.1. The policy has been informed by Section 7.5 of the Governors Handbook and the DfE Guidance 'Charging for School Activities' and 'Planning and Funding Extended Schools'. Sections 449-462 of the Education Act 1996 and related regulations set out the law on charging for activities in schools.

## 4. Relationship to other school policies

4.1. The policy complements the school's Equality Policy, Curriculum Policy, and the Educational Visits Policy and Teaching and Learning Policy.

## 5. Charges

5.1. No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

5.2. Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

## 6. No charges will be made for the following

6.1. Any admission application for a place at the school

6.2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

6.3. 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 pupil is being prepared for at the school, or part of the school's basic curriculum for religious education

6.4. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the school's Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or for first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

6.5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school

6.6. Entry for a public examinations on the National Curriculum

6.7. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

6.8. Education provided on any trip that takes place during school hours

- 6.9. Education provided on any trip 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 the school's basic curriculum for religious education
- 6.10. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- 6.11. Transport provided in connection with an educational trip.
- 6.12. Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- 6.13. Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- 6.14. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- 6.15. If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

## 7. Charges which may be made

- 7.1. Activities outside school hours. Non-residential activities which take place outside school hours (other than those listed in 6.0 above), but only if the majority of the time spent on that activity takes place outside school hours.
- 7.2. Residential activities – Remission may be available (see section 9 below). Board and lodging costs of overnight school trips. However, pupils whose parents are in receipt of certain benefits (see point 9 below) may not be charged for board and lodging costs. When any trip is arranged parents will be notified of the policy for allocating places
- 7.3. Music tuition - although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition. Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day. Charges will only be made if the teaching is not an essential part of either the school's curriculum, part of the syllabus for a public examination or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities). We will not charge if the pupil is a Looked After Child.
- 7.4. Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- 7.5. Optional Extras - Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment as well as for staff in some circumstances.

Optional extras are education provided outside of school time that is not 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.

7.6. Examination entry fees - Whilst no charge may be made for entering pupils for public examinations that are on the Primary National Curriculum or for entry to a prescribed public examination if the pupil has been prepared for it at the school, an examination entry fee may be charged to parents if:

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

## 8. Voluntary contributions

8.1. The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

8.2. No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

8.3. Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

## 9. Families qualifying for remission or help with charges

9.1. In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Set out below are the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated against the charge above.

9.1.1. Parents in receipt of the following qualify for remission against the specified charges:

- Income Support or Income-Related Employment and Support Allowance
- Income-based Jobseeker's 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 HM Revenue and Customs) does not exceed the sum given in

the Revenue and Customs rules

- Guaranteed State Pension Credit
- Universal Credit in prescribed circumstances

## 10. Procedures for complaints regarding the implementation of the Policy

10.1. The policy for complaints of this sort is outlined in the school's Complaints Policy, which should be consulted prior to any complaint being made.

## 11. Arrangements for monitoring, evaluation and review

11.1. The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support. This policy will be reviewed on an annual basis by the Governing Body.

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Provision Committee Review Date: Thursday 01st September 2016

Governing Body Review Date: Tuesday 10th May 2016

*Originally created on Thursday 11th August 2016*