

## Education Services

# CHARGING AND REMISSIONS POLICY & PROCEDURE

### Policy Control/Monitoring

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page 1 of 10

<b>Version:</b>	1.0
<b>Approved by: (Name/Position in Organisation)</b>	D'Arcy Myers Interim CEO
<b>Date:</b>	
<b>Accountability: (Name/Position in Organisation)</b>	Chief Executive, Percy Hedley Foundation
<b>Author of policy: (Name/Position in organisation)</b>	Dr Sue Fisher Executive Headteacher Reviewed by Jo Allen, Headteacher NCS
<b>Date issued:</b>	October 2016
<b>Revision Cycle:</b>	Annual
<b>Revised (Date):</b>	October 2021
<b>Target audience:</b>	Education staff
<b>Amendments/additions</b>	
<b>Replaces/supersedes:</b>	All previous policies and procedures

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>2</b> of <b>10</b>

<b>Associated Policies: (insert hyperlinks)</b>	
<b>Associated National Guidance</b>	Charging for School Activities DfE 2014, revised May 2018 Education Act 1996 Section 449 - 462
<b>Document status</b>	This document is controlled electronically and shall be deemed an uncontrolled document if printed. The document can only be classed as 'Live' on the date of print. Please refer to the staff login section of the internet for the most up to date version.

## Equality Impact Assessment

This document forms part of Percy Hedley's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

## Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:

Role	Responsibility
<b>Chief Executive</b>	Overall responsibility to ensure this policy conforms to current guidelines and best practice. Ensuring resources and infrastructure are available to allow its implementation.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>3</b> of <b>10</b>

<b>Director of Human Resources Department</b>	Ensure effective implementation of this policy. Ensure a current list of all policies is available to all staff. Review dates of policy reviews and notify accountable person of policy.
<b>Head of Service/Head of department</b>	Ensure effective implementation of this policy. Ensure a current list of all policies is available to all staff. Review dates of policy reviews and notify accountable person of policy.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page 4 of 10

## CONTENTS

### 1. Introduction:

This policy has been formulated in accordance with guidance from the DfE and Local Authorities on Charging for School Activities (Charging for School Activities 2014, update May 2018).

### 2. Purpose:

The aim of this policy is to provide guidance for staff, parents and other stakeholders on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### 3. Definitions:

Term	Definition
Charge	To impose on or ask of someone a payment or fee.
Remission	To waive or remove payment for something that would normally incur a charge.

### 4. Roles and Responsibilities;

The Governing Bodies of the Schools and College are responsible for determining the content of the policy together with the Executive Head and Heads of Service. The Executive Head and Heads of Service are also responsible for implementing the policy and for agreeing any individual conditions with respect to specific families.

### 5. Procedure:

#### 5.1 Prohibition of Charges

School governing bodies and local authorities, **cannot** charge for:

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page 5 of 10

- an admission application to any state funded school - paragraph 1.9 (n) of the
- 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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<sup>1</sup>, 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;

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances ;
- certain early years provision;
- community facilities.

## 5.2 Charges for 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. Optional extras 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
  - c) being prepared for at the school; or
  - d) part of religious education.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>6</b> of <b>10</b>

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 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);
- 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).

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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore 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.

Furthermore 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 pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 prerequisite for the provision of an optional extra where charges will be made.

### **5.3 Residential Visits:**

These require pupils and students to spend one or more nights away from home and may form part of the curriculum pathways for some children and young people attending PHF

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>7</b> of <b>10</b>

Educational Services. There may also be opportunities for non-curriculum based residential visits which aim to support independence and social skill development.

The cost of board and lodgings for visits may be charged to parents and carers of participating pupils but will not exceed the actual cost per pupil.

#### **5.4 Voluntary Contributions:**

Parents and carers may, at the Headteacher's discretion, be invited to make a voluntary contribution for activities which are used to expand and enrich children's and young peoples' experiences, such as trips or workshops.

Any request made to families will make clear:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay;
- all interested pupils/students will have the same chances of joining in the activity whether or not their parents' have made any contribution in response to the request for a voluntary contribution;
- that if insufficient voluntary contributions are raised to fund a visit and the school or college cannot fund it from another source, it will be cancelled;
- If an activity is likely to be oversubscribed, then we will make it clear from the outset how places will be allocated.

The level of voluntary contribution is the responsibility of the Head Teacher.

Voluntary contributions will be used to defray some or all of the cost of such activities (whether in relation to the specific activity for which the request has been made or to such activities in general).

When making requests for voluntary contributions, parents and carers will not be made to feel pressurised into paying. We will not send colour coded letters as a reminder to make payments or use direct debits or standing order mandates when requesting contributions.

#### **5.5 School/College Meals:**

School meals are currently part of the educational package for all pupils. This may be subject to periodic review.

#### **5.6 Music Tuition:**

All school pupils participate in music as part of their curriculum. There is no charge for this.

Where music therapy is available, this is currently subsidised by the school but this may be subject to review.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>8</b> of <b>10</b>



## 5.7 Transport

Many of our pupils/students receive transport to and from school as part of their educational package.

We will not charge for:

- 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;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## 5.8 Remissions:

Parents and carers on low incomes or experiencing financial hardship will be informed of any support available to them when being asked for contributions towards the cost of school activities as listed above.

If a charge is to be made for a particular type of activity, for example, optional extras, parents and carers need to know how the charges will be worked out and who may qualify for help with the cost (or even get it free). This information will be made available to parents and carers at the time of the request.

If charges are to be waived for a particular activity, this will be fully explained to parents and carers. For example, an optional extra may be offered free of charge to parents in receipt of certain benefits.

When parents are informed about possible charges which may be significant (e.g. board and lodgings for residential visits), it will be made clear that those who can prove they are in receipt of benefits will be exempt from the cost. Benefits may include:

- Income Support
- Job Seekers Allowance
- Child Tax Credit
- Universal credit

Each case will be treated in confidence and with discretion.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>9</b> of <b>10</b>

## 6. Monitoring & Review

Overall responsibility for the operation of the policy and procedure lies with the Chief Executive. The effectiveness of the policy and procedure will be formally reviewed and monitored as a minimum on a 12 monthly basis, to ensure that it continues to meet the requirements of The Foundation, the specific service areas and that it reflects best practice and statutory legislation as appropriate.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: October 2021	Page <b>10</b> of <b>10</b>