



F&P5: CHARGING AND REMISSIONS POLICY

Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities. This policy outlines the charging and remissions arrangements agreed by the Governing Body in line with current legislation.

The school day is defined as:

Morning	8:40am – 12:15pm
Afternoon	1.00pm – 3.00pm (except Friday week B: 1.00pm – 2.00pm)

There are two school sessions in a school day. A half-day is defined as any period of 12 hours ending with noon or midnight. School holidays are as defined in the calendar as published on the school website.

Aims

This policy gives guidance, agreed by the Governing Body, for the circumstances in which charges and remissions can be made for activities which take place on and off the school site. The guidance below is based on the Education Act 1996, Section 449-462. Academies are required through our funding agreement to comply with the law on charging for school activities.

The Governing Body may not charge for anything unless they have drawn up a statement of general policy on charging. The Governing Body's policy must meet the requirements of the law.

Guidelines

The school **cannot** charge for the following:

- an admission application - 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, 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. If the student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents.

The school **can** charge for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras;
- music and vocal tuition, in limited circumstances;
- community facilities.

Voluntary Contributions

There will be some trips or activities which the school cannot charge for but the school considers would be beneficial to 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 it may be that the planned activity or trip cannot go ahead. Every request for a voluntary contribution must carry this wording for it to be lawful.

If the school requests voluntary contributions for purposes other than for specific trips or activities then the following statement must be included:

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

Residential Trips

The Commonweal School is entitled to charge for the full cost of board and lodging on a residential visit.

Instrumental Music Lessons

Subject to paragraph 3.1, a charge will be made for instrumental music tuition for individual student lessons or groups of two or more students unless the tuition forms part of the syllabus for a prescribed music examination (e.g. GCSE), that the school is preparing the student to sit, or is part of the National Curriculum.

3.1 No charge will be made in respect of a student who is looked after by any local authority (within the meaning of section 22(1) of the Children Act 1989).

Public Examinations

No charges will be made for entering students for public examinations.

However, an examination entry fee will be charged to parents if:

- the examination is on the set list but the student was not prepared for it at the school
- the examination is not on the set list but the school arranges for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the entry fee. Failure to complete examination requirements includes failure to complete coursework assignments, unauthorised absence from lessons, lack of evidence of satisfactory study after entry to the examination, or failure to attend the final examination.

In the event of a request from parents for a rescrutiny of examination results, the full fee will be charged to the parent.

Travel

Parents will be required to meet the cost of travel if a student makes use of transport not provided by the LA or school to travel direct from home to an activity agreed, though not necessarily provided by the LA or school such as Work Experience.

Materials for practical subjects

A charge will be made for the supply of ingredients for Food Technology and materials for Design Technology, where parents have indicated in advance a wish to own the finished product. Parents will be encouraged to provide ingredients and materials on a voluntary basis, but failure to do so will not prevent the student from participating.

Damage to school property

Where damage to premises, textbooks etc. occurs as a result of a student's negligence or behaviour, the full cost of replacement or repair, as appropriate, will be charged to the parent.

Optional extras

Participation in any optional extras or activities which take place partly in outside time will be on the basis of parental choice and a deemed willingness to meet charges incurred. These charges can involve:

- Costs incurred for teaching and non-teaching staff to provide the activity (travel, board and lodging costs etc.)
- Students' travel and board and lodging costs
- Any required equipment
- Entrance fees incurred whilst the trip/visit takes place

Remissions

Parents in receipt of the following benefits:

- Universal Credit (UC) in prescribed circumstances;

- Income Support (IS);
- Income-based Jobseeker's 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 does not exceed an income related employment and support allowance;
- The guarantee element of State Pension Credit;
- Any income related employment and support allowance that was introduced on 27 October 2008.

will be entitled to remission of the following charges

- Full cost of board and lodgings on residential visits in **school time**
- Full cost of board and lodgings 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

Monitoring and Review

This policy will be updated in the light of any new legislation and reviewed by the Governing Body every three years or sooner if updated.