



**Heston**  
COMMUNITY  
SCHOOL



## **Charging and Remissions Policy**

**This Policy is founded within our School ethos which provides a caring, friendly and safe environment for all members of our community.**

**Updated: January 2018**

**Next Review: March 2019**

## **1.0 Introduction**

- The aim of this policy is to have robust, clear process in place for charging and remissions.
- To clearly set out the types of activity that can be charged for and when charges will be made.

### **1.1 This Policy covers:**

- Voluntary contributions
- School Trips and Visits
- Examination Entries
- Materials and Textbooks
- Music Tuition
- Out of School Activities
- Damage and Loss of Property
- Lettings
- School Minibus Travel
- Other charges
- Remissions

## **2.0 Legislation and Guidance**

- 2.1 We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.
- 2.2 In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.
- 2.3 We apply the Charging and Remissions Policy in line with Section 457 of the Education Act 1996 which, for example, allows charges to be made for residential school trips and artefacts made in school and taken home.
- 2.4 Questions and queries about this Policy or discussions regarding the application of this Policy to an individual student can be addressed by contacting the Main School Office and enquiries will be dealt with in confidence by the Academy Business Manager.

## **3.0 Definitions**

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

#### **4.0 Roles and Responsibilities**

- The Governing Body has overall responsibility for the Charging and Remissions Policy, delegating responsibility for this to the Headteacher and the Academy Business Manager
- The Governing Body also has overall responsibility for monitoring the implementation of this policy
- The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy ensuring that it is applied consistently
- HCS Staff are responsible for implementing the Policy consistently, notifying the Headteacher of any specific circumstance which they are unsure about or where they are not certain if the policy applies
- Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy

#### **5.0 Where Charges Cannot Be Made**

##### **5.1 Education**

- Admission applications
- Education provided during School hours
- Education provided out of School hours if it is part of the National Curriculum, syllabus for public examinations or religious education
- Instrumental or vocal tuition unless requested by parents

##### **5.2 Transport**

- Transport in connection with and educational visit

##### **5.3 Residential Visits**

- Education provided on any visit that takes place during School hours
- Education provided outside of School hours that is part of the curriculum, examination syllabus or religious education.
- Supply teachers to cover those teachers who are absent from School accompanying students on a residential visit

#### **6.0 Where Charges Can Be Made**

##### **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

The School is 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 pupil is being prepared for at the school
- Religious education
- 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 board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a non-compulsory residential visits
- Extended day services offered to pupils (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)

6.3 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating

6.4 Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge

6.5 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

6.6 Parental agreement is necessary for the provision of an optional extra, which is to be charged for

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

## 7.0 Voluntary Contributions

- 7.1 The School believes that no student should be disadvantaged as a result of home or family background circumstances and apply a Remissions Policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances
- 7.2 The Charging and Remissions Policy is an integral part of our inclusive arrangements for students and is applied equally to all students
- 7.3 In normal cases, letters sent out when a charge is made [e.g. for a trip] will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. Please contact the Academy Business Manager for further information, support and guidance
- 7.4 Curriculum Areas can seek support for students via their Line Manager for activities which would normally incur a charge according to the Policy

## 8.0 Specific examples of how this policy may be applied

### 8.1 School Trips and Visits

**Day Trips:** No charge will be levied in respect of day trips that take place during school hours, which are an essential part of the curriculum or an examination requirement.

**Residential Trips – Essential:** For residential trips which are essential to the National Curriculum, Statutory RE or in preparation for prescribed examinations a charge will be levied for board and lodging.

**Residential Trips – Non-essential:** For residential trips which are not essential to the National Curriculum, Statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip
- If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging

### 8.2 Examination Entries

A charge will be levied in respect of examination entries for students where the School has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for students where the School has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered [or the student him/herself when over 18 years old]. In these circumstances, if the student subsequently passes the examination, the School may refund the cost of the examination entry.

A charge may be levied for students re-sitting an examination.

A charge will be levied where a student fails, without good reason, to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable Centre administrative fee.

### 8.3 Materials and Textbooks

Where a student or parent/carer wishes to retain items produced as a result of Art or Design and Technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients. However if the student forgets, the School provides the ingredients and levies a charge. In some subjects, additional revision guides are available, for which a charge is made.

### 8.4 Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the specification for an approved examination. If a student is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## 9.0 Damage/Loss to Property

9.1 A charge will be levied in respect of wilful damage, neglect or loss of school property [including premises, furniture, equipment, books or materials]. The charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property [including premises, furniture, equipment, books or materials] belonging to a third party, where the cost has been recharged to the School. The charge will be the cost of replacement or repair. A lower cost may be set at the decision of the Headteacher.

## 10.0 School Minibus Travel

10.1 Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The Local Authority supplies permits for school minibuses.

10.2 Any charges made may be used to recover some or all of the costs of running the

vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind [for example a Club subscription] by or on behalf of a person that gives him/her a right to be carried.

## **11.0 Other Charges**

11.1 The Headteacher, Finance and General Purposes Committee or the Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an Ofsted Report.

## **12.0 Remissions Policy**

12.1 The Headteacher, Finance and General Purposes Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be charged for
- b) Those who are likely to be eligible for remissions include those parents who receive:
  - Universal credit in prescribed circumstances
  - Income Support
  - Income Based Jobseekers Allowance
  - Free School Meals
  - 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 £16,105
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance that was introduced on 27 October 2008