



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## CHARGING & REMISSIONS POLICY

### Aim

The aim of this policy is to set out the framework for charging and remission levied by school, what activities will be charged for and when remission may be available. This policy is based on the advice for the Department for Education (DfE) on charging for school activities and the Education Act 1996: Sections 449-462, which set out the law on charging for school activities in England. This policy forms part of the basis of compliance with the academy funding agreement and articles of association

### Roles and Responsibilities

The Governing Body of the School has overall responsibility for determining the policy for charging and remission and can delegate this responsibility to a committee, an individual Governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

In our academy, responsibility for approval of the Charging and Remissions Policy has been delegated to the Finance Committee and the implementation of the policy has been delegated to the Leadership Team.

The Headteacher is responsible for ensuring that staff are familiar with the Charging and Remissions Policy and that it is being applied consistently, through appropriate staff training.

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently;
- Notifying the Headteacher of any specific circumstances 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.

Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### Definitions

- **Charge** – a fee payable for specifically defined activities.

- **Community facilities** – activities which the Governors do not feel is of direct educational benefit to children at the school.
- **Extended school provision** – provision of extra-curricular activities outside the standard school day where it is optional as to whether the child attends.
- **External lettings** – letting to an organisation other than the school.
- **Remission** – where a charge that would normally be payable is waived or cancelled, either in full or in part.

## Where Charges Cannot Be Made

The Governing Body of the School recognise that the legislation prohibits the school from charging for the following:

### Education

- Admissions applications;
- 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;
  - a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - religious education;
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent, guardian or carer;
- Entry for a prescribed public examination, if the student has been prepared for it at the school;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

### Residential Visits

- Education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of:
  - the National Curriculum;
  - a syllabus for a prescribed public examination that the student is being prepared for at the school, or;
  - part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

### Transport

- Transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the Governing Body or Local Authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school, and;
- Transport provided in connection with an educational visit.

## Where Charges Can Be Made

- Any materials, books, instruments or equipment where the child's parent, guardian or carer wishes him or her to own the item.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances and at the parent, guardian or carers request.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- Breakages and replacements as a result of damages caused wilfully or negligently by students.
- Charges for materials or ingredients where the students wish to have the finished product.
- Cost of transport to take part in work experience.
- Admission to the school by students over the age of statutory education. The Governing Body will consider each application on an individual basis.
- Letting of the school premises or grounds.

### 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 that is provided outside school time that is not part of:
  - the National Curriculum;
  - a syllabus for a prescribed public examination that the student is being prepared for at the school; or;
  - religious education;
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority or Governing Body has arranged for the student to be provided with education);
- Board and lodgings for a student on a residential visit;
- Extra-curricular activities offered to students (such as breakfast clubs, after school clubs, 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);
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating. Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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 students who do not wish to participate.

Parental permission is necessary for the provision of an optional extra which is to be charged for.

### **Music Tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, where the tuition is provided at the request of the student's parent, guardian or carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made if the teaching is an essential part of the National Curriculum or in the case that the tuition is provided to a student who is looked after by a Local Authority.

### **Residential Visits**

The school can charge for board and lodging on residential visits and the charge must not to exceed the actual costs.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in September each year. Parents will be informed of the charges for the coming year as soon as the review has been completed.

## **Voluntary Contributions**

Where an activity cannot be funded without voluntary contributions, this will be made clear to parents when a proposal is first made. The school is able to ask for voluntary contributions from parents to fund such activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- Trips;
- Sports activities/clubs.

**There is no obligation for parents to make any contribution and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise sufficient funds for an activity or visit then it will be cancelled.

## Remissions

Parents who can prove that they are in receipt of the following benefits will be supported through partial or full exemption from paying the cost of board and lodging for residential visits:

- Universal Credit in prescribed circumstances;
- Income Support;
- 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 that the families income (as assessed by Her Majesties Revenue and Customs) does not exceed £16,190;
- The guarantee element of State Pension Credit.

## Monitoring Arrangements

The Executive Business Manager monitors charges and remissions and ensures that these comply with this policy. The policy will be reviewed by the EBM annually. At each review, the policy will be approved by the Finance Committee.

## Refunds

Where a charge has been levied for an educational visit or activity and the student cancels this place, no refund will be repayable to the parent or student if the School has incurred a cost, e.g. paid this to the travel company. An exception to this is a medical condition preventing the student from attending the educational visit or activity and a full refund will be repayable on presentation of an appropriate medical certificate.

If no cost has been incurred by the School, a proportion of the funds paid may be returned to the parent or student after any non-refundable deposit has been deducted. A cancellation charge may also be made at the discretion of the Headteacher.

**SCHEDULE OF CHARGES**

<b>Charge</b>	<b>£</b>	<b>Instalments</b>
Music Tuition Charges	159.00	Termly, 3 x £53.00
Sixth Form Parking Permit	10.00	-
School Blazer	25.00	
School Tie	6.00	