



Charging and Remissions Policy

Policy Reviewed:	October 2020
Next review date:	October 2021

Contents:

Statement of intent

1. [Legal framework](#)
2. [Charging for education](#)
3. [Optional extras](#)
4. [Examination fees](#)
5. [Examination re-sits](#)
6. [Voluntary contributions](#)
7. [Music tuition](#)
8. [Transport](#)
9. [Residential visits](#)
10. [Education partly during school hours](#)
11. [Damaged or lost items](#)
12. [Remissions](#)
13. [School trip refunds](#)
14. [Monitoring and review](#)

Statement of intent

Heamoor School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras](#)
- [Music and vocational tuition \(in certain circumstances\)](#)
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school

- Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils
- 3.2. When calculating the cost of optional extras, the school will only consider the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Examination fees

- 4.1. We may charge for examination fees if:
- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
 - The examination is not on the prescribed list, but the school arranged for the pupil to take it.
 - A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the fee.

5. Examination re-sits

- 5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the

school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

6. Voluntary contributions

- 6.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 6.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 6.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- 6.4. Charges for ingredients, materials and equipment; It is the school's intention to ask for a voluntary contribution towards the cost (or provision) of ingredients, materials or equipment required for activities outside school hours and which are not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education. Where parents/carers are unable or unwilling to make this contribution their child will not be individually excluded from the activity. However, where insufficient voluntary contributions are available the school reserves the right to deem the activity unviable.
- 6.5.

7. Music tuition

- 7.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 7.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

8. Transport

- 8.1. We will not charge for:
 - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.

- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

9. Residential visits

9.1. We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.
- It is the intention of the school to charge the full cost of visits, which take place wholly, or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals, or to cover teachers' travel costs, where a separate contract is issued. These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity.

10. Education partly during school hours

- 10.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 10.2. Visits wholly or mainly during school hours; It is the intention of the school to invite voluntary contributions towards the cost of visits. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.
- 10.3. These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity. Children will not be individually prohibited from attending a trip, visit or activity because of an inability or unwillingness on the part of the parent/carer to make a contribution. The school reserves the right to cancel such activities where insufficient voluntary contributions are made and alternative funding is available.

- 10.4. Board and lodging charges on residential visits; It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours or, if out of school hours, required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- 10.5. The cost of transport, insurance, admission charges etc, incurred during residential trips will need to be met through voluntary contributions and are likely to be a prerequisite for the visit taking place.
- 10.6. If the parents/carers are unwilling or unable to make a voluntary contribution to expenses in addition to the costs for board and lodging this may lead to certain visits becoming unviable and the Headteacher will have the right to cancel these trips, visits and activities.
- 10.7. Children of parents/carers in receipt of benefits identified may be entitled to have the board and lodging element of the visit remitted by the school.
- 10.8. Any charges for extended day services will be optional.

11. Damaged or lost items

- 11.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

12. Remissions

- 12.1. To help families who may find it hard to pay for their children to participate in some activities or visits, the school has agreed to reduce charges. Parents wanting a reduction in activity charges should apply in writing to the Headteacher of the school. Each application will be treated with the utmost confidence. The school recognises that there may be other cases of family hardship which make it difficult for pupils to take part in chargeable activities. When arranging these activities the school invites parents to apply in confidence for help (remission) of all or part of these charges. Applications will be considered by the Headteacher
- 12.2. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 12.3. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit

- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

13. School trip refunds

- 13.1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- 13.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- 13.3. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.
- 13.4. In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- 13.5. In the event that a pupil or their parents cancel their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 13.6. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 13.7. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 13.8. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- 13.9. Excess expenditure will be subsidised by the school fund.

13.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

13.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

14. Monitoring and review

14.1. This policy will be reviewed **annually** by the governing board, a committee of the governing board, an individual governor or the headteacher.

14.2. The next scheduled review date for this policy is **October 2021**.