



# CHARGING AND REMISSION POLICY

<b>Policy Status:</b>	<b>Statutory</b>
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<b>Author:</b>	<b>Business Manager</b>
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<b>Links to:</b>	
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# **PROSPECT SCHOOL'S CHARGING AND REMISSIONS POLICY**

## **School Vision:**

We provide each student with the opportunity to succeed. We are committed to high standards: hard work, good behaviour and positive relationships enable our students to achieve excellence. We work hard to ensure that our school is a lively, purposeful and supportive community, meeting the needs of each and every person.

## **Policy Status - Statutory**

The Education Act 1996 (S 449-462) sets out the law on charging for school activities and our funding agreement stipulates that we have to comply with its obligations. A Governing Body may not levy any charge for optional extras or for the board and lodging element of residential trips unless they have both a 'charging' policy and a 'remissions' policy in place.

## **Policy Objectives**

The objectives of this policy are

- To ensure students have access to the free education they are entitled to;
- Activities offered during school hours are available to all students regardless of their parents ability or willingness to contribute;
- To ensure that any charges levied on parents or carers are permitted under the provisions of the Education Act 1996;
- To set out which activities undertaken by the school can be classed as an optional extra;
- To provide clarity as to what constitutes a charge and what is a voluntary contribution.

## **Practice and Procedure**

### **Education**

We will not charge for the following

- Admission to the school;
- Education provided during school hours including the supply of any materials, books, instruments or other equipment;

- Education provided outside of school hours if it is part of the national curriculum or part of the syllabus for a prescribed 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 a parent;
- Entry for a prescribed public examination, if the pupil is 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

A charge will be made for

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.;
- Optional extras (see below);
- Music and vocal tuition provided at the request of the parent but the charge will not exceed the actual cost of provision;
- Community facilities e.g. lettings.

### **Optional Extras**

We may charge for optional extras which include:

- Education that is 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;
  - Part of 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 LA/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit.

Any charge made in respect of individual pupil will not exceed the actual cost of providing the optional activity, divided equally by the number of pupils participating. The charge will not include any subsidy for other pupils wishing to take part in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional 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 are made.

### **Residential Visits**

The school cannot 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, or part of a syllabus for a prescribed examination that the pupil is being prepared for at the school, or part of religious education; and
- Supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential visit.

The school can charge for

- Board and lodging and the charge must not exceed the actual cost.

The school will make clear to parents/carers who are in receipt of the following benefits that they will be exempt from the board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- An income related Employment and Support Allowance
- Guarantee element of State Pension Credit

### **Voluntary Contributions**

The school is allowed to request voluntary contributions for:

- Any activity that takes place during school hours.
- School equipment.
- School funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated

against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

All requests to parents for voluntary contributions will make it quite clear that the contributions would be voluntary. Education provided during school hours will be free. This includes materials, equipment and transport provided in school hours by the school to carry pupils between the school and an activity. We will make it clear that the children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The lettings scale of charges will be reviewed regularly by the Finance & Resources Committee.

### **Remission of charges**

Remission of charges will be made on a case by case basis for students where the school receives a 'Pupil Premium' or 'Looked After Children' grant. Further remission will be at the discretion of the governors and will be considered on a case by case basis.

The school subsidises certain activities to a limited extent as funding allows. This is at the discretion of the Headteacher.