



**GLENWOOD SECONDARY SCHOOL
EMSWORTH**

CHARGING AND REMISSIONS POLICY

Reviewed	March 2017
Responsibility to Review	MP
Next Review	March 2018
Approval	Resource Committee

INTRODUCTION

The school recognises the valuable contribution that the wide range of additional activities, including trips, creative work, clubs and residential experiences, may make towards pupils' education.

The school aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

This document sets out the Charging and Remissions Policy of Glenwood School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Guidance has been taken from:

- DfE publication 'Charging for School Activities' (October 2014)
- The Key
(<https://schoolleaders.thekeysupport.com/search?q=charging+and+remissions+policy>)
- Council for Learning Outside the Classroom

PRINCIPLES

The school will normally request a contribution towards activities and trips organised by the school in the circumstances outlined below (See Charges and Contributions).

All contributions towards an activity are voluntary, although continuance of an activity or the undertaking of a trip may be dependant upon the extent to which it is funded by such voluntary contributions.

Once it has been decided that an activity or trip shall take place no qualifying pupil shall be excluded on the grounds that a voluntary contribution was not forthcoming.

CHARGES AND CONTRIBUTIONS

1. EDUCATION DURING SCHOOL HOURS

1.1 The school is maintained by the LA and, therefore, no charge will be made for admitting a pupil. Education provided during school hours will be free, including the supply of materials, books, instruments and other equipment, and transportation during school hours to carry pupils between the school and an activity.

1.2 Music Tuition: In respect of individual or group tuition, where teaching is not an essential part of the National Curriculum or a set examination syllabus, a charge will be made to parents (as detailed in 'The Charges for Music Tuition (England) regulations 2007'). Charges will not exceed the cost of the provision, including the staff who provide the tuition.

1.3 Swimming: The school organises swimming lessons for some year groups. These take place during school time and the school does not levy a charge to parents.

1.4 Voluntary Contributions: When organising school activities that are not part of the curriculum but enrich the educational experiences of the children, the school will invite parents/carers to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is designed to cover the cost of the activity without affecting the school's budget allocation. Staff and vehicle costs will usually be met by the school. There will be circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. In respect of voluntary contributions:

- a. If a particular activity cannot take place without some financial help from parents, they will be informed at the planning stage.
- b. No pupil will be left out of an activity because his/her parents cannot, or will not, make a contribution.
- c. For each activity where a voluntary contribution is requested, parents will be advised whether they may qualify for help with the cost (or even get it for free). In these circumstances, the cost of the activity will usually be met through the use of Pupil Premium Grant (PPG).

1.5 Activities not run by the school: Where a non-school organisation arranges an activity to take place during school hours and parents wish their children to join the activity, such an organisation may charge the school. The school may then seek re-imbursment from parents.

2. EDUCATION OUTSIDE SCHOOL HOURS

2.1 Parents are charged for 'Extended Day' services offered to pupils e.g. After-School Clubs although are not currently charged for Breakfast Club.

2.2 Parents may also be charged for additional activities that happen outside school hours, where they are not a necessary part of the National Curriculum, or Religious Education, or an essential part of an examination syllabus.

2.3 The school may use the Pupil Premium Grant to subsidise activities outside school hours for pupils who fall within the criteria (currently those eligible for Free School Meals, Looked After Children and in some cases, Service Children).

2.4 Charges or contributions up to the full cost of the activity will normally be requested in the following circumstances:

- The board and lodging element of approved residential activities.
- The cost to each pupil of all approved activities deemed to be optional extras.
- Ingredients or materials needed for practical subjects such as Food Technology or Craft, Design and Technology where it is the wish of the pupil to take the finished article home.

2.5 If more than 50% of the time spent on a non-residential activity, including travel, occurs during school hours, the activity will be deemed to have taken place entirely in school hours.

3. RESIDENTIAL VISITS FOR CURRICULUM ACTIVITIES

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education related directly to the curriculum, no charge is made for the educational element. A charge will, however, be made for board and lodging and a voluntary contribution may be requested towards transport costs.

3.2 If the school organises a residential visit outside or mainly outside of school time, the cost of hiring staff for specialist activities may be charged in addition to board and lodgings. A voluntary contribution for transport may also be requested.

Note: To determine whether an activity is taking place mainly inside or outside school hours, please refer to the DfE Publication 'Charging for School Activities' (October 2014).

4. REMISSION OF CHARGES

4.1 Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support payments will also be entitled to the remission (non-payment) of these charges:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income-based Job Seekers' Allowance (IBJSA)
- 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 £16,190 (financial year 2013/2014)*.
- The guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- an income related employment and support allowance that was introduced on 27 October 2008

4.2 If any parent anticipates any particular difficulty with complying with a request to making a contribution or meeting the charges of a particular activity they are recommended to contact the Headteacher or teacher responsible for the activity taking place.

5. PUBLIC EXAMINATIONS

5.1 No charge will be made for entering pupils for public examinations that are set out in regulations.

5.2 Should a pupil, parent or teacher feel there are grounds for appealing against the grade awarded the exam officer will contact the exam board concerned to seek advice about filing an appeal. A fee will be payable. If the appeal is supported by the school then the fee will be paid by the school, otherwise the parent / carer will be responsible for fee.

5.3 Charges may not be made for any costs associated with preparing a pupil for a set examination. However, tuition (and other costs) may be charged for preparing a pupil for an examination outside school hours that is not a set examination.

6. SCHOOL VEHICLES

The school will not charge for transporting pupils in its vehicles in connection with an educational visit. However, the school may charge for transport that is provided for activities and visits which do not form part of the curriculum, or which take place wholly outside of school hours.

7. CHARGES

7.1 No charge for an activity will exceed its actual cost.

7.2 A summary of the school's Charging Policy will be made available on the website.

8. DAMAGES OR BREAKAGES

A pupil responsible for non-accidental damage to school property such as books, equipment, furniture, windows etc. will render the parent/carers liable for the cost of repair or replacement. The actual amount payable will be at the discretion of the Headteacher.

9. UNIFORM

Uniform is available for sale by placing an order with the school office. Children's size clothing is available at cost price. Adult sizes will incur VAT

10. MONITORING

Monitoring of this policy is to be undertaken by the Headteacher. If any approved activity has had to be cancelled due to lack of funds or the extent to which voluntary contributions have been received or has been subsidised by the general school budget when this had not been planned, records of the activity requiring such support must be maintained.

11. REVIEW

This Policy shall be subject to review by the Resource Committee on an annual basis.

According to The Key, £16,190 is the latest figure provided by the DfE: there is no updated guidance for 2016-17



Charging policy

