



**GLENWOOD SECONDARY SCHOOL
EMSWORTH**

CHARGING AND REMISSIONS POLICY

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CONTENTS

1. Aims.....	1
2. Introduction	1
3. Definitions	2
4. Roles and responsibilities	2
5. Principles	2
6. What the school CANNOT charge for	2
7. What the school CAN charge for	3
8. Voluntary contributions.....	4
9. Remissions	4
10. Monitoring arrangements	5
11. Review	5
Appendix 1: LOTC Flowchart	6

1. AIMS

Glenwood School aims to:

- Have clear, robust processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. 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.

In developing this policy, guidance has been taken from:

- Guidance from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.
- The Key
<https://schoolleaders.thekeysupport.com/policy-bank/finance-admin/charging-and-remissions-model-policy/?marker=full-search-q-charging-and-remissions-result-1>
- Council for Learning Outside the Classroom

3. DEFINITIONS

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

4. ROLES AND RESPONSIBILITIES

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

Implementing the charging and remissions policy consistently and notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.4 Parents

Parents are requested to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. 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).

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).

All contributions towards an activity are voluntary, although continuance of an activity or the undertaking of a trip may be dependent 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.

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.

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).

6. WHAT THE SCHOOL CANNOT CHARGE FOR:

6.1 Education

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 pupil is being prepared for at the school
- Religious education

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Entry for a prescribed public examination if the pupil has been prepared for it at the school

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

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.

6.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

6.3 Residential visits

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

7. WHAT THE SCHOOL CAN CHARGE FOR:

7.1 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

7.2 Optional extras

We are 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 residential visit

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)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

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.

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.

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.

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

7.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

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
- For a pupil who is looked after by a local authority

7.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Please also see 9.1

7.5 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-imburement from parents.

7.6 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.

7.7 Damages or Breakages

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

7.8 School Uniform

School 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

8. VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in section 6 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions (see 8.1)

NB: 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 enough funds for an activity or visit then it will be cancelled.

8.1 Activities the school charges for

Activities the school currently requests a voluntary contribution include after-school activities, activity week activities, theatre trips and materials for technology if the items made are to be taken home. In reality, all such activities are heavily subsidised by the school and the voluntary contributions requested do not cover the full cost of such activities.

9. REMISSIONS

In some circumstances the school may not charge for items or activities set out in sections 7 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

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.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers 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 the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
According to The Key, £16,190 is the latest figure provided by the DfE, there is no updated guidance for 2017-18
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008
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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 FGB on an annual basis.

Charging policy

