

The Blue Tangerine Federation

SPECIALIST AND SPECIAL EDUCATIONAL NEEDS SCHOOLS



POLICIES, GUIDANCE AND PROCEDURES

Charging and Remissions Policy

Date Last Reviewed: October 2017

Date Updated: August 2021

Date Governing Body Approved:

Staff Responsibility: Stephen Houlton-Allen

Date for Next Review: 1 September 2023

CHARGING AND REMISSIONS POLICY

STATEMENT OF INTENT

The Blue Tangerine 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. This policy has been informed by A Guide to Law for School Governors, the DfE and Local Authority guidance.

This policy will be brought to the attention of all members of staff, a reference copy is kept in the Head of Operations' Office and online in the teachers shared area.

The Executive Head will ensure that the information is available for parents.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

Ian Dignum, Chair of Governors The Blue Tangerine Federation

Stephen Hoult-Allen, Executive Head The Blue Tangerine Federation
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Date:

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Changes since last version: Updated to reflect the new Chair of Governors.

No other changes required.

Page	Section	Details of change

1. Introduction

The governing body believe that activities such as educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the Local Authority Policy of 'Charging for School Activities', which allows the schools to ask for voluntary contributions from parents to support these activities. The policy is reviewed every two years.

The policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

2. Aim

The purpose of the policy is to:

- Set out what the schools within the federation will not charge for, what they will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

3. Definitions

3.1 What is a charge and what is a voluntary contribution?

- A **charge** is where the parent/carer is expected to pay the cost for the activity/event, where it is the policy that no profit will be made by the school.
- **Voluntary Contributions** are made by parents/carers. Voluntary means that the parent/ carer is not expected to pay the full cost of the activity/event. In the information given to parents/carers regarding the activity/event, the proportional cost to the school will be made clear.

4. Activities Without Charge

4.1 During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

4.2 Upper school: There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school;
- The examination is not on the set list but we arrange for the pupil to take it;
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or the Local Authority originally paid or agreed to pay the entry fee.

- 4.3 **Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. school trips to local areas of interest; transport and entry fees.** In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. **However, should the cost of the trip be prohibited due to a lack of funds, then the trip may be cancelled.**

5. Optional Extras

5.1 We may charge parents for the following optional extras:

- Education provided outside of school time that is **not** part of:
 - a) The National Curriculum;
 - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - c) Religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not taking the pupil to school or to other premises where the Local Authority or Governing Body 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 (e.g. breakfast clubs, after school clubs etc).

5.2 **Calculating charges**

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.
- There will be no levy on those who can pay to support those who cannot.
- Support for cases of hardship will come through voluntary contributions and fundraising.
- As much notice as possible will be given to parents of the activity and the charge.
- Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

6. Voluntary Contributions

6.1 We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. In particular, we request voluntary contributions to cover the costs of materials/ingredients for food technology and for activity and focus days.

6.2 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.

6.3 No pupil 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.

6.4 We will strive to ensure that parents do not feel pressurised into making voluntary contributions. Teachers and Teaching Assistants will endeavour to find additional funds through e.g. their class budget, fundraising to make up any shortfall as a result of voluntary contributions not being enough to make the activity/event viable.

6.5 However, should the cost of the trip not be viable as a result of insufficient voluntary contributions and

fundraising etc., then the school will need to cancel the activity/event and refund all monies paid.

- 6.6 Particular consideration must be made when a deposit is required to secure a trip/event (e.g. a residential trip). If the deposit is non-refundable – parents must be clearly informed of this before the school accepts any monies.
- 6.7 Those parents/carers wishing to access financial support from the school to ensure their child is included in an activity/ event/ trip, they must write to the Executive Head to formally request any financial support.
- 6.8 The funds of the school are limited. As a result, we are likely to decline parents/carers to request financial support for more than one residential trip.

7. Music Tuition

- 7.1 Music tuition is the only exception to the rule that all education provided during school hours must be free.
- 7.2 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.
- 7.3 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 Local Authority has a statutory obligation to provide the transport;
 - Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated;
 - Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
 - Transport provided for an educational visit.

9. Damage/Loss to Property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Head, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

10. Swimming

- 10.1 Where School organises swimming lessons for pupils, these take place in school time and are part of the School's Curriculum.
- 10.2 We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the School's Curriculum. We inform parents when these lessons are to take place.

11. Residential Visits

11.1 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. We will charge for board and lodging – but the charge will not exceed the actual cost.

11.2 Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance, where voluntary contributions will be requested.

11.3 Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

12. School Mini-Bus

12.1 Only the school's pupils, staff or parents may travel at a charge in the school mini-bus.

12.2 Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user.

12.3 Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

13. Remissions

13.1 There is no fund to subsidise residential trips; however, the Friends of Collett, Friends of St Luke's, and other charitable sources may be approached by the school after staff have consulted with the Executive Head.

13.2 The funding is limited and there is no guarantee that all requests can be met. 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.

13.3 Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

13.4 To request assistance, parents should contact the Head of School.

14. Other Charges

The Executive Head or governing body of an individual school may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.