



**KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT**

Charging and Remissions Policy

Relevant School/s:	KHS and KTPS
Policy Officer:	Sally Spreckley
Approved By:	Governing Body
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Charging and Remissions Policy

1. Introduction and Context

Under the charging provisions set out in legislation, governing bodies and local authorities of maintained schools may choose to charge for certain defined activities, but only if they have first drawn-up charging and remissions policies. These policies should be made available to parents on request.

Sections 449-462 of the Education Act 1996 (amended 2002) set out the law on charging for school activities in schools maintained by local authorities in England. This policy complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This policy accurately reflects the terms of the Education Act 1996 (amended 2002), but it is not a substitute for those terms.

Para 1.82 of the current School Admissions Code and para 1.93 of the revised School Admissions Code (February 2009) rules out practices that can lead to covert selection, such as asking parents for a financial contribution as a condition of entry. Schools cannot ask for a voluntary contribution as part of the admissions process.

2. Definition

Education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the school to carry pupils between the school and an activity.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- [Universal Credit]

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

3. Aims

3.1 In accordance with the Education Act 1996 (amended 2002) the Kingstone Academy Trust will charge for the following activities (regarded as Optional Extras):

1. Board and lodging on residential visits. This cost must not exceed the actual cost of the provision * **
2. Costs associated with individual tuition in the playing of a musical instrument and instrument hire whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed examination or is required by the National Curriculum.)
3. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.
4. The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours.
5. Resits of prescribed public examinations where no further preparation has been provided by the school.
6. There is usually no charge for any after-school club / activity or inter-school fixture. However, where an after-school club engages the services of additional personnel, parents may be requested to meet the costs of hiring the relevant people.

*The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

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- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- [Universal Credit]

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

**Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

3.2 Voluntary Contributions

Educational visits to museums, theatres, etc. taking place during school time are free of charge, although voluntary contributions are requested to cover the cost of these visits.

Parents are requested to make a voluntary contribution towards the cost of transport for swimming lessons and towards the cost of materials for cookery lessons or any other curriculum activity where the expectation is that parents, students or children will own the finished product.

If a particular activity is dependent upon voluntary contributions for its survival, this will be explained to parents at the early planning stage. The following paragraph (or a similar version) should be included in letters to parents regarding school visits.

“Under the requirements of the Education Reform Act, 1988 we can only meet the cost of the visit by voluntary contributions. There is no obligation to contribute and children will not be treated differently according to whether or not any contribution has been made. However, the visit can only go ahead if the level of support is sufficient.”

A child cannot be excluded from taking part in an activity that is part of the National Curriculum purely on the grounds that the parent or carer, cannot make, or refuses to make, a contribution.

It must be clear that if the activity goes ahead, no pupil will be left out because his or her parents have not contributed towards the cost.

The costs involved in the remission of board and lodgings are to be borne by Kingstone Academy Trust.

3.3 In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3.4 Kingstone Academy Trust 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 public examination that the pupil is being prepared for at the school, or part of religious education; and
- The cost of alternative provision for those pupils who do not wish to participate; where a small proportion of the activity takes place during school hours: supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

4. Actions and Responsibilities

The *Head teacher* must:

Inform all parents on low incomes and in receipt of the benefits listed stated in the Section 2 - Definition of the right to claim the free board and lodging element of a residential visit if they are receiving the benefits; and of the support available to them when being asked for contributions towards the cost of school visits.

Charges can be reduced or waived in special circumstances at the discretion of the Head Teacher.

5. Monitoring and review

To be defined

6. Notes to the Policy

In producing this policy we have referenced the document 'Charging for School Activities', DfE.

Date revised: June 2016

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