Futura Learning Partnership

Children • Choice • Collaboration

Charging and Remissions Policy

Contents

1.0 Introduction 2

2.0 Principles 2

3.0 Activities for which charging is not permitted 2

3.1 Education 2

3.2 Transport 2

3.3 Residential visits 3

4.0 Activities for which charging is permitted 3

4.1 Optional extras 3

4.2 Music tuition 4

4.3 Residential visits 4

5.0 Calculation of charges 4

6.0 Voluntary contributions 5

7.0 Other charges that may be imposed 5

8.0 Remissions 5

8.1 Parents on Benefits 5

8.2 Music tuition 6

8.3 Looked After Children 6

8.4 Remissions for other charges 6

8.5 Applying for remission of charges 6

Appendix 1: Request for remission of charges 7

1.0 Introduction

Under the terms of the Education Act 1996, the governing body of a school may choose to charge for certain activities, and to request contributions for other activities. Futura Learning Partnership (the trust), which is bound by way of its master funding agreement to abide by the relevant terms of the Act, endorses the guiding principles contained within the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Definitions

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

2.0 Principles

The trust considers the inclusion of enrichment activities to be essential in supporting and enhancing the curriculum. Enrichment activities broaden children's learning experiences and help them to discover and develop personal interests and vital skills, such as problem solving, creative thinking and self-evaluation. Many of these activities are free (for example clubs offered by teachers), however, some can only be made available to children through parental contributions that cover the costs of the specific activity. Parent / carer agreement is necessary for the provision of an optional extra which is to be charged for.

3.0 Activities for which charging is not permitted

3.1 Education

- Admission applications
- 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.

3.2 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.

3.3 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.

4.0 Activities for which charging is permitted

- 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

4.1 Optional extras

The trust is able to charge for activities known as 'optional extras'. 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)
- 'Extended day services' offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

4.2 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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

4.3 Residential visits

The trust can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

The trust policy is that the full cost of the activities listed in section 4 will be passed on to parents / carers at all schools.

5.0 Calculation of charges

The trust will apply the following principles when calculating costs that are to be charged to pupils:

The following will be included in the calculation:

- cost of any materials, books, instruments, or equipment provided in connection with the activity
- cost of non-teaching staff required to undertake the activity
- cost of teaching staff engaged under contracts for services purely to provide an activity, this includes supply teachers engaged specifically to provide the activity
- 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 activity

Insurance must be included in the cost of the trip, currently £XXX per pupil per day.

An administration fee can be added to cover the costs of using a cashless payment system and other administration required to organise the trip/activity.

In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate.

Charges must not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The planned charges will not exceed the planned total costs of the activity.

6.0 Voluntary contributions

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student / child will be refused a place on the grounds that their parents/carers do not wish to make a financial contribution, but unless a substantial number of parents wish their child to take part and are willing to make a contribution, the visit may not take place. Arrangements will be made for children/students whose parents do not wish them to attend.

NB. Any request for voluntary contributions must contain the paragraph highlighted above to make it lawful.

In determining the above, the trust has recognised that there are families for whom making a contribution would be difficult, and in such cases the school has a remissions process (see below.)

7.0 Other charges that may be imposed

The trust reserves the right to charge parents/carers for:

- wilful damage to school property, or the misuse or loss of books and equipment
- use of school facilities e.g telephone calls/private photocopying
- costs made against the school due to financial processes resulting from returned parental cheques or late payments

8.0 Remissions

8.1 Parents on Benefits

Parents / carers in receipt of the following benefits:

• Universal Credit

• Income Support

• Income Based Jobseekers Allowance

• support under part VI of the Immigration and Asylum Act 1999

• Child Tax Credit, provided that they do not also receive Working Tax Credit **and** have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance

• the guarantee element of State Pension Credit

• an income related employment and support allowance that was introduced on 27 October 2008.

will be entitled to remission of the following charges:

- The full cost of board and lodging on residential visits in **school time**
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
    - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
    - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

Parents should be made aware of these remissions when a forthcoming trip is announced.

8.2 Music tuition

The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost.

8.3 Looked After Children

No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

8.4 Remissions for other charges

Parents and carers of children in receipt of free school meals (or the benefits listed in 8.1) may be eligible for full or part remission of certain other charges. The relevant charges are listed in section 4 of this policy, with the exception of 'extended day services' which shall be chargeable at all times. Remissions granted under 8.4 are entirely at the discretion of the school Headteacher.

8.5 Applying for remission of charges

Parents and carers will be asked to complete a 'Request for Remission of Charges' form for each activity for which a remission of charges is requested. This includes activities for which the school has a statutory obligation to grant a remission (8.1,8.2,8.3). An example of this form can be found in Appendix 1 below. Remission will normally be for the full amount of the charge, however where discretion is permitted, the Headteacher may propose a partial remission.

Appendix 1: Request for remission of charges

Pupil Name:……

School: ……

Year/Class:……

Activity Details:……

Date of activity:……

I confirm that the above named pupil is in receipt of free school meals: **Yes/No** (delete as appropriate)

I confirm that I am in receipt of one the following benefits: **Yes/No** (delete as appropriate)

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that they do not also receive Working Tax Credit **and** have an annual income assessed by the Inland Revenue that does not exceed an income related employment and support allowance
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Please write which benefit(s) here and provide evidence:……

……

I confirm that the above details are correct

Parent/Carer signature:……

Date:……

Office use only: CERTIFICATION

Free meals review date: ……Evidence sighted and copied:……

Headteacher/delegated authority signature:

…… Date ……

Full remission…… Partial remission (please specify)……..