



## Charging and Remissions Policy

### AIM

The aim of this policy is to set out what charges will be levied for Federation activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### RESPONSIBILITIES

The Governing Body of The Leek Federation are responsible for determining the content of the policy and the Executive Principal and Headteachers for implementation. Any determinations with respect to individual parents will be considered by the Executive Principal/Headteachers.

### DEFINITIONS

#### Community Facilities

Activities which the governors do not feel is of direct educational benefit to children at the Federation Schools

#### Extended school provision

Provision of childcare outside the standard school day where it is optional as to whether the child attends

#### External Lettings

Letting to an organisation other than the Federation Schools

#### Remission

Where a charge is not payable, either in full or in part

#### Sinking Fund

A reserve put aside over a number of years to pay for major maintenance or renewal costs

### PROHIBITION OF CHARGES

The Governing Body of The Leek Federation recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the schools, or part of religious education;

- tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the student has been prepared for it at the schools;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 student is being prepared for at the schools, or part of the schools' basic curriculum for religious education;
- supply teachers to cover for those teachers who are absent from the schools accompanying students on a residential trip;
- transporting registered students to or from the schools premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the schools;
- transport provided in connection with an educational trip

## CHARGES

The Governing Body of The Leek Federation have agreed that charges may be made for the following:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- individual or group tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the schools
- costs of non-prescribed examinations where no further preparation has been provided by the schools
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by students

- (h) extra-curricular activities and school clubs
- (i) Letting of the Schools' premises or grounds
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (k) Charges for materials or ingredients where the students wish to have the finished product
- (l) Cost of transport to take part in work experience

Additional consideration will be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the schools;
- the level of support from the schools budgets where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the schools budgets to support community facilities is the amount of the school standards grant allocation;
- any charge for a student activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

#### REMISSIONS

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is **not** entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190.

Parents will be invited to make a voluntary contributions.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered students at the Federation Schools will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any student whose parents/guardians are unable to pay may not be included in the charge to other students but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Executive Principal/Headteachers.

**ADOPTED BY THE GOVERNORS ON:                      October 2014**

**POLICY REVIEW DATE:                                      October 2015**