

2014 -2015

Devoran School

Head Teacher – M. Thiele



DEVORAN SCHOOL

CHARGING AND REMISSIONS POLICY

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Principles

1. Principals:

1.1 The principles underlying this policy are as follows:

- a. That education in schools should be free.
- b. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- c. That there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- d. The School has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Purpose

2. **Purpose:**

- 2.1 This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1966 as amended by section 200 of the Education Act 2002.

Guidelines

3. Guidelines:

3.1 The school policy for charging is as follows:

3.1.1 No charges will be made for:

- a. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- b. Education provided outside of school hours (including the supply of any materials, books, instruments or other equipment) if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.
- c. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- d. Education provided on any trip that takes places during school hours.
- e. Education provided on any trip that takes place outside of school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.
- f. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- g. Transport provided in connection with an educational trip.

3.1.2 Activities for which charges may be made:

- a. The School may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.
- b. The School may make charges for breakages and damage to property.
- c. The school will charge the full cost to re-sit any prescribed public examination where no further preparation has been provided by the school.
- d. Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts
- e. Activities outside of school hours:

Non-residential activities (other than those listed in 3.1.1 above) which take place outside of school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- f. Residential activities:

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see 3.1.4 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside of school time (other than those activities listed in 3.1.1 above).

g. Music tuition:

Music tuition for individuals or groups of pupils, provided that the tuition is provided at the request of the parents.

h. Voluntary payments:

Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and pupils shall not be excluded because their parents do not pay. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay. Charges will be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will, or may be charged for:	Notes:	Remitted, or help available:
Charges will/may be made for any materials, books, instruments, or equipment where a parent wishes their child to own them.	For example, a clay model - a charge would be made to cover the cost of the clay.	None.
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or singing, where the tuition is an optional extra for an individual pupil, or groups of pupils.	Remission of fees available for children of parents under <i>Category A</i> below.
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Remission for <i>Category A</i> below.
Clubs	Delivered by third parties only.	None.

3.1.3 Families qualifying for remission or help with charges:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge, or a reduced charge to pupils of parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

3.1.4 Category A: Parents in receipt of:

- a. Income Support.
- b. Income-based Jobseekers Allowance.

- c. Support under part VI of the Immigration and Asylum Act 1999.
- d. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the sum currently stated in HMRC rules.
- e. Guaranteed State pension or disability working allowance.

4. Additional considerations:

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- a. All trips will be notified at least one month in advance.
- b. We have established a system for parents to pay by instalments.
- c. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- d. We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.

5. Is a residential trip in or out of school time?

- a. If the number of school sessions on a residential trip is equal to, or greater than 50 per cent of the number of half-days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.
- b. When any trip is arranged parents will be notified of the policy for allocating places.