



Charging & Remissions Policy

Version	Date	Description	Chair of Committee	Ratified (Y/N)
1	6/5/09	Draft presented to F&GP Committee	David Jones	Y
2	14/11/11	Draft presented to F&GP Committee	David Jones	Y
3	29/11/2012	Draft presented to FGB	Caroline Ilott	Y
4	27/01/2015	Draft presented to F&GP	David Jones	Y
5	11/10/2016	Draft presented to F and GP	Caroline Ilott (interim)	Y
6	18/09/2017	Draft presented to F & GP Committee	Tony Orgee	Y
7	21/01/2019	Draft presented to F&GP Committee	Tony Orgee	Y

1. Introduction

The following statement of policy has been agreed by the Governors. This policy informs staff and parents/carers about charging for school activities. It conforms to current legislation.

The governors, in consultation with the Headteacher, are responsible for the implementation of the Charging Policy. The day to day operation of the policy is delegated to the Headteacher.

This policy includes application of the 16 – 19 bursary fund and a separate policy is no longer maintained. We will use the bursary to provide both vulnerable student and discretionary bursaries.

2. Education during school hours

The school day is defined as: 9:00 a.m. to 3:35 p.m.

All activities that are a necessary part of the curriculum cannot be charged for, except for the board and lodging element of residential trips (see below).

Parents/carers cannot be required to supply any books, or materials for use in school hours, but parents/carers will be asked to assist with the provision of school uniform and suitable clothing and footwear for activities including for example PE, swimming and inclusion opportunities at Linton Village College where appropriate.

On a voluntary basis, parents/carers may contribute to the cost of ingredients/materials for use in Home Economics, Art, therapeutic interventions and CDT. Finished products may be taken home at the end of the session.

No charges will be made for entering or preparing pupils for public/approved examinations.

Under The Education and Inspections Act 2006 new regulations came into force in September 2007 which allows schools to charge for Musical Instrument Tuition. The school may charge either for individuals or groups of up to four pupils.

Music therapy is provided at the school for pupils with relevant referrals. No charge is made for this service. Therapy episodes are expected to have clear start and end points identified (we reserve the right to request voluntary contributions).

When voluntary contributions are sought for activities during the school day which entail additional costs, no pupil will be prevented from participating because a voluntary contribution has not been received. No pupil may be left out of an activity because his or her parents/carers cannot, or will not, make a contribution of any kind.

The school reserves the right to cancel any activity for which insufficient voluntary contributions have been received which are not part of the necessary curriculum.

When a third party organisation, acting independently of the school or Local

Authority, arranges an activity that takes place during school hours and parents/carers want their children to join the activity, such organisations may charge parents.

However, where an activity is organised by a third party (for example, KS3 Drama Event) and is approved by the school, is also considered educational, or is supervised by someone authorised by the school, then it will be treated as if it were provided by the school and no charge will be made to the parents/carers. The school may then request a voluntary contribution.

Pupils will receive the level of support they require to have a mid morning break including feeding support. Class teachers will request that parents provide either the equivalent of £1 per week to cover costs (20p per day) on a half termly basis or that they send pupils in with something to eat and drink. Pupils whose parents do not contribute on a regular basis will be offered a piece of fruit and a drink from school supplies but alternative items will not be purchased.

3. Education outside school hours

Parents will only be charged for activities that happen outside school hours when those activities are not a necessary part of the school curriculum.

Charges may be made for other activities that happen outside school hours if parents/carers agree to pay.

If a residential activity takes place largely during school time and meets the requirements of the syllabus for a public/approved examination, no charge will be made either for the education or for the cost of travel. Charges will be made for board and lodgings, except for those pupils whose parents/carers meet the remission criteria below. The school may request voluntary contributions from parents/carers.

In the case of residential activities which take place mainly outside school hours and do not meet the requirements of syllabus, statutory duties of the national curriculum or to RE or public examination, the school may charge for travel, insurance, admission charges and meals.

In providing remissions for costs school will follow the same guidelines as are in place currently for pupils' eligible for free school meals:

All children who are at school under 19 at the start of the academic year (6th September 2018) and are claiming or have parents who are claiming one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

16 – 19 bursary fund.

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

The 16-19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16 and can be used to pay for things like; clothing, books and other equipment for your course; transport and lunch on days you study or train.

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at school or college (not university) in England
- on a training course, including unpaid apprenticeships

Who can get a bursary?

There are two types of 16 to 19 bursary.

Vulnerable student bursary

You could get up to £1,200 if at least 1 of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit in your name
- you're disabled and get both Employment and Support Allowance (ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name.

Discretionary bursary

Education and training providers set their own criteria for discretionary bursaries. Granta will use the same criteria as are used to assess eligibility for free school meals above.

For 6th form students and young adults: school will apply the same criteria for those pupils whose home has an income of less than £16,190 and will use the 16-19 bursary fund to make a discretionary payment to cover costs. School will refer to further guidance when reaching a decision published by the education funding agency and this will include the option of retaining some

bursary fund to help students who need emergency help because their circumstances have changed.

4. Breakages and Damages

The governors are entitled to require parents/carers to pay for the cost of willful damage caused by the pupil's behaviour (e.g. breaking a window, damage to furniture doors etc.) This also applies to lost, damaged or defaced text books. In all such cases the Headteacher will exercise the power of discretion.

5. Voluntary Contributions

If a particular activity cannot take place without financial support from parents/carers this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled and any voluntary contributions already received will be returned.

6. Calculating Charges

Where a charge is made it will not exceed the actual cost of the provision. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fundraising. There will be no levy on those who can afford to pay to support those who can't or won't. The principles of best value will be applied when planning activities that incur costs to the school and or parents/carers.

7. School Minibuses

Only the school's pupils, staff or parents/carers may travel for a charge in a school's minibus. Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit will not be required if no charge is made in cash or kind. Charges made for travel will cover only actual costs, including depreciation. The service will not make a profit for the school.

8. Provision of awards and courses for adults

From time to time the school may make group course work available on a voluntary basis to staff, parents and adult students outside of school hours. For example, British sign language accreditation. School reserves the right to charge for access to these in line with actual costs accumulated. Every effort will be made to keep those costs low for adults associated with the school and its work in supporting students on role. Others may be charged a greater but still competitive rate to attend.

Monitoring and Evaluation

The Finance and Personnel committee of the governing body will monitor the impact of this policy by headteacher report on a regular basis and will review this policy on a yearly basis.