



# CHARGING & REMISSIONS

Frank Wise School recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make toward our pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities. We also believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

## **1. This policy identifies activities for which:**

- charges will not be made.
- charges will be made
- charges may be waived
- voluntary contributions are requested

## **2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

### **The Law says :**

*If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.*

*No child will be excluded from an activity because parents are unable to pay.*

*If insufficient contributions are raised, the trip or activity may have to be cancelled.*

*If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.*

The governing body has agreed that it is appropriate for school to request voluntary contributions in order to offer enrichment to the high-quality teaching our Post-16 students receive:

- School will inform parents /carers about this policy prior to their child starting post-16 education.
- Contributions are voluntary and parents /carers will not be pressurised into paying.
- School will sign-post parents /carers towards grants and bursaries that reduce or remove the need for voluntary contributions.
- School will inform parents / carers if a particular enrichment activity has to be cancelled if insufficient funds are collected.
- No child will be excluded from an activity just because their parents will not or cannot pay.
- School will refund any unspent contributions where this is identified.

### **3. No charges will be made for:**

- 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 the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- 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 the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip.

### **4. Activities for which charges may be made:**

#### **(a) activities outside school hours**

Charges may be made for non-residential activities (other than those listed above) which take place outside 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).

#### **(b) residential activities**

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).

When any trip is arranged parents will be notified of the policy for allocating places.

#### **Is a residential trip in or out of school time?**

If the number of school sessions on a residential trip is equal to or greater than 50% 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 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

#### **It is the policy of Frank Wise School that charges will (or may) 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.

<b>Activity, event or item that will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available</b>
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 to cover the cost of the clay. For example: Cookery - a charge to cover the cost of the ingredients.	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 or groups of up to 4 pupils.	In exceptional circumstances Category B (see below).
Charges will/may be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Remission for Category A (see below) and in exceptional circumstances Category B (see below).

## 5. Remissions

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 parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

## 6. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

### Category A

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,105

**Additional categories of parents may claim help with some costs in the following circumstances:**

### Category B

In exceptional circumstances where there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, parents may apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

## **9. 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:

- We shall publish visits (and their approximate cost) as early as possible so that parents can plan ahead
- We have established a system for parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- 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.

# CHARGING AND REMISSIONS - SUMMARY

## CHARGING FOR IN-SCHOOL ACTIVITY

### No charge will be made for:

- Education provided during school hours (including the supply of materials, books or other equipment).
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for prescribed public examination.
- Entry for prescribed public examinations.

### Charges may be made for:

- Any materials, books or equipment where a parent wishes their child to own them (e.g. a clay model - a charge to cover the cost of the clay; for cookery - a charge to cover the cost of the ingredients).

## CHARGING FOR VISITS AND TRIPS AWAY FROM SCHOOL

### No charge will be made for:

- 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 prescribed public examination.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

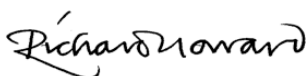
### Charges may be made for:

- **School Visits in School Hours:** The board and lodging element of residential activities deemed to take place within school hours.
- **Activities outside School Hours:** The full cost to each pupil of the activities deemed to be optional extras taking place outside school hours.

**Reviewed by:** Matt McArthur

**Date:** January 2019

**Approved by Governors:**



**Date:** February 2019