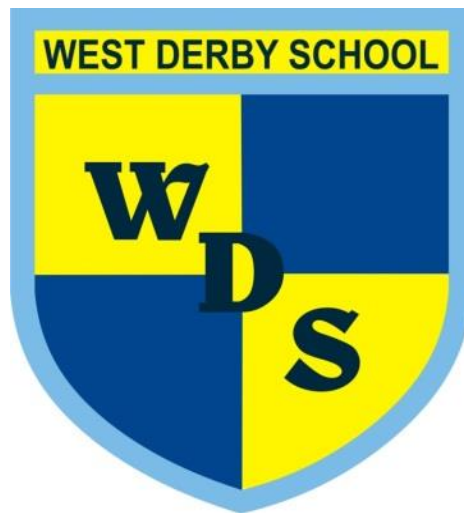


WEST DERBY SCHOOL



CHARGING AND REMISSIONS POLICY

This policy will be reviewed:	Annually
Last Reviewed:	17/10/2022
Approved on:	09/01/2024
Next review date:	31/12/2024
Signed:	S Graham (Headteacher)

1 **COMPLIANCE**

1.1 This policy has been prepared with due regard to the following statutory provisions and guidance:-

- 1.1.1 Education Act 1996
- 1.1.2 Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- 1.1.3 Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- 1.1.4 School Information (England) Regulations 2008
- 1.1.5 Department for Education's publication, "Charging for school activities" May 2018.
- 1.1.6 The School's Single Funding Agreement

2 **ADMISSIONS**

West Derby School ("School") does not charge for admissions.

3 **EDUCATION**

3.1 The School does not charge for:

- 3.1.1 education provided during School hours;
- 3.1.2 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 or religious education;

4 **SCHOOL MEALS**

4.1 The School does not charge for children who are entitled to free school meals.

4.2 Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the Trust Board.

5 **EXAMINATIONS**

5.1 The School does not charge for examinations that are part of the curriculum and on the School's set examinations list, where children have been prepared for the examinations by the School.

5.2 The School does not charge for re-sits of examinations if the pupil is being prepared for the re-sits at the School.

5.3 If the pupil fails without good reason to meet an examination requirement, the School may recover the fee incurred from that pupil's parents.

5.4 The School does not charge for examinations that are not on the set list, but have been arranged by the School.

5.5 The School will charge for examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School. See Optional Extras under section 8.

6 **TRANSPORT**

6.1 The School will not charge for:

- 6.1.1 Transporting registered pupils to or from School premises where the Local Education Authority has statutory obligation to provide the transport;
- 6.1.2 Transporting registered pupils to other premises where the Trust Board has arranged for pupils to be educated;
- 6.1.3 Transport that enables a pupil to meet an examination requirement where the pupil has been prepared for examination at the School;

7 **ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS**

7.1 There is no charge for activities during School hours with the exception of music tuition or other tuition which is an optional extra. See Section 11.

7.2 There is no charge for transport during School hours to School-organised activities.

7.3 The School may charge for:

- 7.3.1 Certain books and materials;
- 7.3.2 ingredients for dishes prepared in food technology lessons (£1.00 per lesson);
- 7.3.3 optional extras (see Section 8.3);
- 7.3.4 music or vocal tuition (see Section 11).

7.4 For the avoidance of doubt, 'School hours' does not include the break in the middle of the School day.

8 **NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS**

8.1 The School does not charge for activities that take place outside of School hours when they are:

- 8.1.1 part of the set curriculum, including sports matches against other schools;
- 8.1.2 part of the syllabus for a public examination that the pupil is being prepared for by the School;
- 8.1.3 part of the School 's basic curriculum for religious education.

8.2 For the purposes of Section 8.1, the definitions of '*during School hours*' and '*outside School hours*' in Section 9.2 are used.

8.3 **Optional extras**

The School will charge for optional extras. Optional extras are:

8.3.1 **education provided outside of School time that is not:**

- 8.3.1.1 part of the National Curriculum;

- 8.3.1.2 part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School;
- 8.3.1.3 part of religious education.
- 8.3.2 examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School;
- 8.3.3 transport that is not taking the pupil to the School or to other premises where the local authority or Trust Board has arranged for the pupil to be provided with education;
- 8.3.4 board and lodging for a pupil on a residential visit.

8.4 **The cost of optional extras**

- 8.4.1 The Headteacher will decide when it is necessary to charge for optional activities.
- 8.4.2 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (see Section 15).
- 8.4.3 When calculating the cost of optional extras an amount may be included in relation to:
 - 8.4.3.1 any materials, books, instruments or equipment provided in connection with the optional extra;
 - 8.4.3.2 non-teaching staff;
 - 8.4.3.3 teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
 - 8.4.3.4 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 extra.
- 8.4.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The School will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

9 **ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS EITHER ON OR OFF THE SCHOOL SITE**

- 9.1 Where the majority of a non-residential activity takes place during School hours the charging of the activity will be the same as is outlined in Section 7.
- 9.2 For the purposes of Section 9.1 (and Section 8.1):
 - 9.2.1 where 50% or more of time spent on an activity occurs during School hours, it is deemed to take place during School hours. For these purposes, time spent on travel counts if the travel time occurs during School hours; and

9.2.2 where less than 50% of time spent on an activity occurs during School hours, it is deemed to take place outside School hours.

9.3 In cases where the majority of a non-residential activity takes place outside of School hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

9.4 No charge will be made for supply teachers to cover for those teachers who are absent from the School accompanying pupils on a visit.

9.5 In this case the charging of the activity will be the same as is outlined in Section 8.

10 RESIDENTIAL ACTIVITIES

10.1 The School will not charge for:

10.1.1 education provided on any visit that takes place during School hours;

10.1.2 education provided on any visit 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 pupil is being prepared for at the School, or part of religious education;

10.1.3 supply teachers to cover for those teachers who are absent from the School accompanying pupils on a residential visit;

10.1.4 travel costs where the residential activity is classed as being within School hours;

10.1.5 residential activities that take place during School hours.

10.2 For the purposes of Section 10.1, if the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during School hours (even if some activities take place late in the evening). Regardless of the starting and finishing times of the School, for the purposes of calculating a 'half day', the School is divided into two sessions and a 'half day' means any period of 12 hours ending with noon or midnight on any day.

10.3 **The School will charge for:**

10.3.1 **Board and lodging** – When any visit has been organised by the School where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The School will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during School hours or not. The charge will not exceed the actual cost. Parents who are able to provide proof of receipt of certain benefits may be exempt from paying this cost (see Section 13).

10.3.2 **Travel** – Travel charges may apply when the residential activity takes place outside of School hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

10.3.3 **Activities** – The School may charge for residential activities that fall outside of School hours (see Section 8).

11 **MUSIC AND VOCAL TUITION WITHIN SCHOOL HOURS**

- 11.1 The School follows government legislation that states that all education provided during School hours must be free; however, music and vocal lessons are an exception to this rule by virtue of the *Charges for Music Tuition (England) Regulations 2007*.
- 11.2 The School will charge if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).
- 11.3 The School will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.
- 11.4 The School may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- 11.5 The School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within School hours will be remitted for pupils on free school meals.
- 11.6 There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

12 **DAMAGE TO PROPERTY AND BREAKAGES**

- 12.1 Where School property has been wilfully damaged by a student or parent, the School may charge those responsible for some or all of the cost of repair or replacement.
- 12.2 Where property belonging to a third party has been damaged by a pupil, and the School has been charged, the School may charge some or all of the cost to those responsible.
- 12.3 Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

13 **REMISSIONS AND CONCESSIONS**

- 13.1 Parents may apply to the School for remission of charges in whole or part towards the charges for activities. This is available on a case by case basis. Parents should put such requests in writing to the Headteacher.
- 13.2 The School may from time to time decide to remit all or part of the cost of activities involving particular students and this will be at the discretion of the Headteacher. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.
- 13.3 Authorisation of remission will be made by the Headteacher. All parents will have the right of appeal to the School.
- 13.4 Other exceptional circumstances for remission may be considered by the Headteacher.
- 13.5 The School will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 13.5.1 Income Support
 - 13.5.2 Income based Job-seekers Allowance
 - 13.5.3 Child Tax Credit (where the person is not receiving Working Tax Credit as well and where the family's income does not exceed the prescribed limit set by Her Majesty's Revenue and Customs in the relevant year);
 - 13.5.4 Support under part VI of the Immigration and Asylum Act 1999
 - 13.5.5 Guaranteed Element of State Pension Credit
 - 13.5.6 Income related employment and support allowance
 - 13.5.7 Universal credit in certain circumstances
- 13.6 Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
- 13.7 The School may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

14 **VOLUNTARY CONTRIBUTIONS**

- 14.1 The Trustees may ask for voluntary contributions to the School for general funds which are for the benefit of the School and/or to fund activities that will enrich its pupils' education.
- 14.2 In any case where the activities of the School cannot be afforded without voluntary funding, this will be made clear to the parents by the School. If the activity is cancelled all monies paid will be returned to parents.
- 14.3 There is no obligation for a parent or carer to make any contribution and the School will in no way pressure parents to make a contribution. For example, the School will not send colour-coded letters to parents or carers to remind them to pay contributions and direct debit or standing order mandates will not be sent to parents when requesting contributions.

15 **INABILITY OR UNWILLINGNESS TO PAY**

- 15.1 The School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.
- 15.2 The identity of the pupil or parents of the pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

16 **IMPLEMENTATION AND REVIEW**

- 16.1 The Headteacher holds delegated responsibility for implementation of this Charging and Remissions Policy.
- 16.2 All School staff have a responsibility to report serious breaches of this Charging and Remissions Policy to the Trustees.

16.3 The School will work in partnership with all relevant parties to ensure that this Charging and Remissions Policy is planned, implemented, reviewed and maintained successfully and at suitable frequency.

17 **COMPLAINTS**

17.1 The School encourages parents who are not satisfied with arrangements and support provided by the School to discuss their concerns directly with the School.

17.2 If the issue is not resolved with the School, a formal complaint can be made via the School's Complaints Procedure.