



Charging and Remissions Samuel Laycock School

Date of Policy: January 2016

Member of Staff Responsible: A Macdonald

Review Date: January 2018

Policy Statement

This is the charging and remissions policy for Samuel Laycock School as approved by the governing body. This policy complies with ss.449–462 of the Education Act 1996.

The Aims of the Policy

The aims of this policy are:

1. to define what the school cannot charge for
2. to define what the school can charge for
3. to clarify the position in respect to voluntary contributions
4. to define the school remissions policy

Procedure

Circumstances where charges must not be made:

Educational Provision

Charges may not be made for the following educational provision:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed examination that the pupil is being prepared for at school, or part of religious education
3. Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education
4. Education provided on any trip that takes place during school hours
5. 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 a pupil is being prepared for at the school, or part of religious education
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

7. Entry for a prescribed public examination, if the pupil has been prepared for it at the school
8. Examination re-sits if the pupil is being prepared for the re-sits at the school

Transport

Charges may not be made in relation to transport in the following circumstances:

1. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
2. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for the examination at school
3. Transport provided in connection with an educational trip

Circumstances where charges may be made:

Charges Relating to Education

Charges may be made in certain circumstances relating to education:

1. Any materials, books, instruments or equipment where a pupil's parents or carers specifically wish him or her to own them
2. If a pupil fails, without good reason, to meet any examination requirement for a syllabus, the examination fee can be recovered from the parents/carers
3. A charge may be made for examination fees if the school has not prepared the registered pupil for the examination as part of the normal educational provision

Charges Relating to Optional Extras

Charges may be made in certain circumstances where there are optional extras.

1. Participation in any optional extra activity will be on the basis of parental choice and willingness to accept a charge for the costs. Parental agreement is therefore a necessary prerequisite for the provision of optional extra activities.
2. At the discretion of the governors, and in the interests of equality of opportunity, where parents are unable to meet the costs of an optional extra activity due to poverty or other special family circumstances, the cost of the activity for an individual pupil may be met from the school fund
3. Any charge made in respect to individual pupils may not exceed the actual cost of providing the optional extra activity. The individual charge will comprise the actual cost of the activity divided equally by the number of pupils participating.
4. In cases where a small portion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do

not wish to participate. In the same way no charge can be made for supply teachers who cover for teachers who are absent from school accompanying pupils on a trip.

5. A charge may be made in respect to materials, books, instruments, equipment and tuition fees for educational provision that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that a pupil is being prepared for at the school, or part of religious education.
6. A charge will be made for board and lodging on a residential trip. When the school informs parents about a forthcoming visit it must be made clear that parents who can prove that they are on certain benefits will be exempt from paying the cost of board and lodging. These specific benefits are:
 1. Income Support
 2. income-based Jobseekers Allowance
 3. support under part six of the Immigration and Asylum Act 1999
 4. Child Tax Credit when Working Tax Credit is not also being received and family income is below that specified by the Inland Revenue.
7. A charge will be made for any transport or journeys that are undertaken in relation to optional extra activities
8. A charge will be made for the cost, or a proportion of the cost, for teaching staff employed specifically to provide tuition in playing a musical instrument where the tuition is an optional extra and not part of the National Curriculum

Charges Relating to Voluntary Contributions

Charges may be made in certain circumstances relating to voluntary contributions. The law allows schools to seek voluntary contributions from parents to benefit the school or any school activities. The governors have determined that certain conditions should be applied when seeking voluntary contributions for improving or developing facilities within the school, or when planning an additional activity.

1. Parents should be consulted if an activity or development is being planned that will depend on voluntary contributions for part or all of the cost
2. It must be made clear at the outset that there is no obligation on parents to make voluntary contributions
3. Where a trip or activity is planned on the basis of voluntary contributions and insufficient funds are raised then the trip or activity will be cancelled
4. No pupils should be excluded from a trip or activity simply because his or her parents are unwilling or unable to pay

Remissions

Where the activity is mostly within school hours the governing body may propose to remit, wholly or partly, any charge that would otherwise be payable under the terms of this charging policy.

Where an activity takes place partly within and partly outside of school hours the following is the basis on which it will be determined whether it is an optional extra activity that can be the subject of a charge.

Non-Residential Activities and Remissions

In the following circumstances relating to non-residential activities, charges may be remitted:

1. If 50% or more of the time spent on an optional extra activity occurs during school hours, including time spent travelling, it is deemed to take place within school hours
2. Conversely where less than 50% of the time spent on an activity falls outside of school hours it is deemed to take place outside of school hours. For example, pupils may leave on a theatre trip two hours before the school day ends but as the trip continues until late evening it is deemed to be outside of school hours.

Residential Visits and Remissions

If the number of school half day sessions taken up by a school trip is equal to or greater than 50% of the number of half days spent on a trip it is deemed to be during school hours. (Regulations require that a school day be divided into two sessions with a session meaning any period of 12 hours ending at noon or midnight.) Therefore a residential trip that starts at noon on a Thursday and ends at 9pm Sunday counts as seven half days but as only three are school sessions the trip is deemed to be out of school hours.