



Co-op Academy
Delius

Charging and Remissions Policy

This policy was adopted by the Governing Body in
March 2019

This policy is due for review in March 2022

Purpose

The purpose of the policy is to ensure that Governors inform families of our charging and remission for school activities and school visits.

The school day is defined as 9am until 3pm with a break over lunchtime. All children stay for lunch, and the majority (93% currently) of pupils are provided with transport by the Local Authority to and from school, should they wish to use it and currently 71% use take up this offer. Children are not entitled to transport from the LA until they are on roll in Year Reception.

Education

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus,

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular type of activity, for example optional extras, parents will be told how the charge will be worked out and who might qualify for help with the cost (remission) or if it is free. All charges have to be explained to parents/carers.

Examples of charges are set out below.

School uniform

This is not compulsory. Uniform can be purchased from the school.

Those pupils who receive Pupil Premium will be charged at cost prices and all other pupils are charged £1 more on all items.

Please note this will change in September 2019: as the supplier changed and all uniform will be bought by parents, directly on line, so there will be no mechanism for different prices.

Board and Lodgings on a residential.

Governors agreed that 75% of the charges for visits will be charged to those in receipt of Pupil premium and the full cost of board and lodgings for other pupils. Board cannot be charged for those who have enteral feeds.

For those in hardship and not in receipt of Pupil Premium we ask 'what you can pay?' and charge that.

Voluntary contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be. i.e. that no pupil will be excluded if they do not make voluntary contributions.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

Residential: voluntary contributions

Governors agreed to continue to ask for voluntary contributions for non chargeable costs, based on

50% of the actual costs.

Educational visits

Our pupils benefit greatly from a wide range of educational visits. We currently request voluntary contributions from all pupils.

Governors agreed to develop a voluntary contribution formula for educational visit. This could mirror the formula for voluntary contributions for the residential, : see calculating costs below.

Music Tuition

We do not currently offer music tuition

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example, lunch time and after school clubs. Such activities are not part of the National Curriculum or religious education.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Benefits which mean pupils can be on Pupil Premium (Free School meals < Looked after Children and children whose parents are in the Armed Forces)

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI (6) of the Immigration and Asylum Act 1999

The guaranteed element of State Pension Credit

Child Tax credit provided that Working Tax credit is not also received and the families income (as assessed by her Majesty's Revenue and customs does not exceed the current financial years limit, currently £16,190)

Working Tax credit run- on- paid for 4 weeks after families stop qualifying for Working Tax Credit

Universal credit – if families applied on or after 1 April 2018 and the household income must be less than £7,400 a year (after tax and not including any benefits the families get)

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of allowances (see above).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.