



Calday Grange
Grammar School

CHARGING AND REMISSIONS POLICY

Date of Review:

May 2024

Member of staff responsible:

Miss Sofia Palios

Approval by Full Governing Body:

May 2024

Date of next review:

Summer 2025

POLICY

1. GENERAL STATEMENT OF POLICY
2. AIMS
3. LEGISLATION AND GUIDANCE
4. VOLUNTARY CONTRIBUTIONS
5. OVERVIEW OF ACTIVITIES & ASSOCIATED CHARGING POLICY
6. REMISSION OF PARENT/STUDENT CHARGES
7. MONITORING AND REVIEW

APPENDICES

1. WORDING FOR TRIP LETTERS
2. DEFINITION OF IN OR OUT OF SCHOOL HOURS

1. GENERAL STATEMENT OF POLICY

- 1.1. The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.
- 1.2. The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.
- 1.3. Under the terms of the Education Act 1996, the school must have a policy on charging students to participate in school activities. By law, school governing bodies, subject to the limitations provided in this document, cannot charge for education provided during school hours. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.

2. AIMS

- 2.1. Our school aims to:
 - Have robust, clear processes in place for charging and remissions
 - Clearly set out the types of activity that can be charged for and when charges will and will not be made
 - Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

3. LEGISLATION AND GUIDANCE

- 3.1.** Under the terms of the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England, the Governing Body of Calday Grange Grammar School must have a policy on charging students to participate in school activities.
- 3.2.** Academies are required to comply with this Act through their funding agreements. It is also based on guidance from the DfE on statutory policies for schools and academy trusts. This policy complies with our funding agreement and articles of association.
- 3.3.** Schools cannot charge for:
- an admission application to any state funded school;
 - education provided during school hours (including the supply and use of any reasonable materials, books, instruments or other equipment);
 - education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
 - instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
 - entry for a prescribed public examination, if the student has been prepared for it at the school;
 - and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.
 - Transport:
 - Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
 - Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
 - Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
 - Transport provided in connection with an educational visit
 - Residential Visits:
 - Education provided on any visit that takes place during school hours
 - Education provided on any visit that takes place 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
 - Religious education
 - Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit
- 3.4.** Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes to own them;
 - optional extras (see below);
 - music and vocal tuition, in limited circumstances (see below);
 - community facilities
 - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus
 - breakages, damage and similar if it is proven that the student willingly acted to cause the loss to the school
- 3.5.** Charges may be made for some activities known as 'optional extras'. Where an optional extra is provided, a charge can be made for providing materials, books, instruments or equipment
- 3.6.** Optional extras are:
- education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
 - examination entry fee(s) if the registered student has not been prepared for the examinations(s) at the school.
 - transport that is not required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education.
 - board and lodging for a student on a residential visit
 - extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 3.7.** When 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 (including supply teachers engaged specifically to provide the optional extra)
 - 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.
- 3.8.** Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- 3.9.** Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.
- 3.10.** 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.

- 3.11. Parental agreement is necessary for the provision of an optional extra which is to be charged for.
- 3.12. Music tuition - Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.
- Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
 - Charges cannot be made:
 - If the teaching is an essential part of the National Curriculum
 - For a pupil who is looked after by a local authority

4. VOLUNTARY CONTRIBUTIONS

- 4.1. There is nothing in legislation that prevents a school 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 school should make this clear to parents at the outset. The school must also make it clear to parents that there is no obligation to make any contribution.
- 4.2. **There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**
- 4.3. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

5. OVERVIEW OF ACTIVITIES & ASSOCIATED CHARGING POLICY

As a result of the above guidance, the Governors have agreed the following charging policy:

- 5.1. Admissions – no charge shall be made in respect of admission.
- 5.2. Provision of education – no charge shall be made in relation to the education of registered student where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge persons who are not registered students at the school for education provided or for facilities used by them belonging to the school.
- 5.3. Musical Instrument tuition – Charges are levied in respect of music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Payment is set by the peripatetic music teacher and paid by the parent direct to the tutor.
- 5.4. Practical subject charge – charges will be made for materials and ingredients

for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students and to only allow those that have paid to take work home. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Head of Faculty.

- 5.5.** Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.
- 5.6.** Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost. All parents will be informed of the right to claim a minimum of free board and lodging if they are receiving particular benefits (see Remissions section below). A voluntary contribution will be requested for the balance of the costs.
- 5.7.** Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.
- 5.8.** Public examinations – No charge shall be made in respect of the entry of a registered student at the School. However, parents may be charged under the following circumstances:
 - if the examination is on the set list, but the student was not prepared for it at the school;
 - if the examination is not on the set list, but the school arranges for the student to take it;
 - if a student fails without good reason to complete the requirements of any public examination where the Board of Governors originally paid or agreed to pay the entry fee.
 - Students re-sitting examinations
 - Where parents/students have requested that an examination paper be returned or remarked and the request is not supported by the school the parent will be required to pay for the remark. If the remark subsequently results in an increased grade, the fee will be refunded to the parent
- 5.9.** Examination certificates – if a parent has been given the opportunity to confirm personal details for exam certificates, but has failed to respond to the school to correct any errors, any subsequent correction and reprinting of

exam certificates will be charged to the parent.

- 5.10. Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the student and may be taken off the premises.
- 5.11. School Fund – the school may request a voluntary contribution from parents to support the cost of extra-curricular activities, enrichment activities and new equipment.
- 5.12. Other Charges – The Headteacher, Finance Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

6. REMISSION OF PARENT/STUDENT CHARGES

6.1. Exemption

Parents in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential trips deemed to take place during school hours:

- 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 guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The school will follow the latest DfE guidance in the event that the above list of eligible benefits changes. The above list of benefits is in line with the eligibility for Free School Meals, therefore reference to the free school meals list will be made in order to validate claims.

If a parent wishes to claim remission of charges, they should contact the CFO, in confidence, who will confirm eligibility and the total remission provided.

For high cost optional extra trips, such as a ski trip taking place in the Easter holiday, it is highly unlikely that remission for charges can be provided as the school would be unable to subsidise the high cost of an individual place.

The Governors acknowledge that on occasion, a family may be experiencing short term financial difficulties but is not in receipt of Free School Meals. Families in this situation should contact the CFO, in confidence, if they are struggling to fund the cost of a trip, who will review if they are able to provide any financial assistance towards the costs.

The school is also supported by the Bennett Trust and details can be found on the school website.

6.2. Refunds

The School aims to operate all chargeable activities at nil cost in order that Education & Skills Funding Agency funding can be prioritised to teaching and learning for students; however the School fully meets the Department for Education 'Charging for School Activities' guidelines and respects that voluntary contributions may only be requested in certain circumstances.

The School encourages parents to make voluntary donations to the Student Enrichment Contribution Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non-refundable deposits) parents are requested to contribute the amount to the Student Enrichment Contribution Fund.

Parents will be notified of any unexpected surplus of £10 or more per student (excluding non-refundable deposits) and may request a refund within 20 working days of being notified. In the event that parents do not respond within 20 working days it will be deemed that they have consented for the refund to be donated to the Student Enrichment Contribution Fund.

Any unexpected surplus of less than £10 per student (excluding non-refundable deposits) will be deemed to be donated to the Student Enrichment Contribution Fund.

The wording to be used to notify parents is shown at Appendix A.

7. MONITORING ARRANGEMENTS

- 7.1.** The Chief Financial Officer monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Chief Financial Officer annually.
- 7.2.** At every review, the policy will be approved by the Full Governing Body.
- 7.3.** Further information on charging for school activities can be found here: <https://www.gov.uk/government/publications/charging-for-school-activities>

APPENDIX A

WORDING FOR TRIP LETTERS

To be included as standard in letters to parents for trips taking place during school hours, example: Trip to a local Museum/Art Gallery

Dear Parent

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**.

The cost of this **[Trip/Visit/Practical Activity]** per student is **[amount]**. This will cover **[specify: entrance fees, board, meals (breakfast, packed lunch, evening meal), insurance, transport, instruction, activities and equipment costs]**.

A voluntary contribution is requested from parents. This contribution is genuinely voluntary, and it is important to note that no child will be excluded from this activity simply because his or her parents are unwilling or unable to pay. However, please note that if insufficient voluntary contributions are raised to fund the trip, or the school cannot fund it from some other source, then it will be cancelled.

Payment for this **[Trip/Visit/Practical Activity]** should be made by **[date]**. [OR... Optional paragraph –

Payment may be made in full or you may pay for this **[Trip/Visit/Practical Activity]** in instalments if you prefer. Payments must be received on or by the date as set out in the instalment schedule below –

Payment 1	£XX	dd/mm/yyyy
Payment 2	£XX	dd/mm/yyyy
Payment 3	£XX	dd/mm/yyyy
Final payment	£XX	dd/mm/yyyy]

Please make your payment(s) for **[trip/visit/activity name]** via ParentPay. There is also a link to this at the bottom of our website. If you have not set up an account with ParentPay you will need to do so before you can make payment, please contact a member of the Administration Office if you need assistance with this.

To be included as standard in letters to parents for optional extra trips that are wholly outside of school hours, example: Trip to a local Dance/Theatre evening event

The cost per student for the trip is £X. This trip is provided as an optional extra. The full amount must ultimately be paid in order for your child to be eligible to attend.

To be sent to parents, by the trip organiser, in the event of the activity making an unexpected surplus of £10 or more per student

Dear Parent

The recent **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]** has made an unexpected surplus of £X per student.

The School encourages parents to make voluntary donations to the Student Enrichment Contribution Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non- refundable deposits) parents are requested to contribute the amount to the Student Enrichment Contribution Fund.

In accordance with our Charging and Remissions Policy please can you respond to state whether you wish to receive a refund or whether you would like to contribute the amount to the Student Enrichment Contribution Fund. In the event that you do not respond within 20 working days it will be deemed that you have consented for the refund amount to be donated to the School Fund.

APPENDIX B

DEFINITION OF IN OR OUT OF SCHOOL HOURS

Education During School Hours

'School hours' are those when the school is actually in session and do not include the break in the middle of the school day.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours.

If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no compulsory charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours).

As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place **outside school time. Compulsory charges would then be allowed.**

Education Outside School Hours

Parents can only be compulsory charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

In addition, no compulsory charge can be made for activities that are an essential part of the syllabus for an approved examination (see section on examinations).

Compulsory Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the governing body providing the activities to decide whether to make a charge.

Residential Activities

Special rules apply for residential activities.

A trip counts as falling within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight.

On this basis, a term-time trip from 12:00 on Wednesday to 21:00 on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from 12:00 on Thursday to 21:00 on Sunday would count as seven half-days, include three school sessions and would be classified for compulsory charging as taking place outside school time. If 50% or more of a half day is spent on a residential trip, the whole of that half-day should be treated as spent on the trip.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no compulsory charge may be made either for the education or for the cost of

travel. However, compulsory charges can be made for board and lodging in these circumstances, except for students whose parents are receiving:

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.