



Charging & Remissions Policy

2018

Executive Headteacher	Mr S Carter
Head of School	Mrs H Rigby
Member of leadership team with lead responsibility for oversight and update of policy	Mr S Jones - Business Manager
Local Governing Body	Mr M Rogers 23/01/19
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The Telford Park School - The Telford Langley School

Charging and Remissions Policy

Introduction

The aim of this policy is to set out what charges will be levied for school activities and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: sections 449-462 and covered by a Department of Education briefing document (latest dated October 2014).

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Head of the School for implementation.

Prohibition of Charges

An admission application to any maintained school.

Education provided during school hours (school hours means when the school is in session and does not include breaks or INSET days). This includes materials and equipment, and transport provided by the local authority.

Education provided outside of school hours if is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared or at the school, or part of religious education.

Tuition for students learning to play a musical instrument if the tuition is required as an essential part of the national curriculum, or part of the syllabus for a prescribed public examination syllabus being followed by the student.

Entry for a prescribed public examination, if the student has been prepared for it at school.

Examination resits if the student is being prepared for the resits at the school however, if the student fails, without good reason, to meet any examination requirement the fee may be recovered.

Charges

For the following, the Governing Body has determined that charges to cover costs will be made by the school :-

Any materials, books, instruments or equipment where the student wishes to own them.

Optional extras (See below)

Music and vocal tuition.

Optional Extras

Charges may be made for some activities known as optional extras, for materials, books, instruments or equipment where:-

Education provided out of school time is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or part of religious education.

Examination entry fees if the registered students have not been prepared for the examination(s) at the school.

Transport that is not required to take the student to school or to other premises the school has arranged for the student to be provided with education.

Transport, board and lodging for a student on a residential visit.

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 activity.

Non-teaching staff.

Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers specifically involved with the activity.

The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the activity. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for these students who do not wish to participate. Therefore, no charge will 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 will therefore be required for the provision of an activity where a charge will be made.

Voluntary Contributions

The school will ask for voluntary contributions for the benefit of the activity. However, when the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

The school will ask for voluntary contributions for school activities, however no student will be excluded from an activity because they are unable to pay. If insufficient voluntary contributions are raised to fund an activity then it will have to be cancelled.

Residential Visits

The school recognises that legislation prohibits charges for the following:-

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, or part of a prescribed public examination that the student is being prepared for at school or part of religious education.

Supply teachers to cover for those teachers who are absent from school accompanying on a residential visit.

For the following the school has determined that charges to cover costs will be made by the school :-

Transport, board and lodging and any specific equipment required for the activity.

Non Residential Activities

If 50% or more time spent on the activity falls during school hours it is deemed to take place during school hours. Where less than 50% of the time spent on an activity falls during school hours it is deemed to have taken place outside school hours. For example a theatre trip leaving school an hour early.

Damage to School Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide.

Remissions Policy

If the parent/carer of a student is in receipt of income support, income based jobseekers allowance or other qualifying benefits, the Head of School may remit in full or part charges in respect of a pupil, if they feel it is reasonable in the circumstances.

The Head of School may decide not to levy charges in respect of a particular activity if the student is in receipt of pupil premium funding.