



# CHARGING & REMISSION OF CHARGES POLICY

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Governor Committee:	Finance & General Purposes
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# CHARGING & REMISSION OF CHARGES POLICY

## INTRODUCTION

The Local Governing Body of Mary Webb School and Science College is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Please note that while this policy may be more or less generous than the other education providers, we have ensured it meets the requirements of the law.

## CHARGES

The Local Governing Body of Mary Webb School and Science College reserves the right to make a charge in the following circumstances:

### (a) **School Visits in School Hours**

The board and lodging element of residential activities deemed to take place within school hours.

A contribution to the cost or, as appropriate, the full cost to each student of activities deemed to take place within school hours.

### (b) **Activities Outside School Hours**

The full cost to each student of activities deemed to be optional extras taking place outside school hours.

### (c) **Music Tuition**

Charges may be made for teaching either an individual student or group of any appropriate size to play a musical instrument or to sing.

### (d) **Charging in Kind**

The cost of materials, ingredients, books, instruments or equipment (or the provision of them by parents) for practical subjects where parents indicate in advance that they or their child wish to own them or the finished product.

(e) **Examination Fees**

The cost of a public examination entry for a subject for which the student has not been prepared by the school and the school does not support the educational value of the examination.

The cost incurred by the school to enter a student for a subject for which the student fails – without good reason – to meet the examination requirements or fails to sit the examination(s).

The examination is a re-sit where no further preparation has been provided by the school.

The cost incurred by the school to enter a student for a re-sit for which the student fails – without good reason – to meet the examination requirements or fails to sit the examination(s).

The cost incurred for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulation.

(f) **Damage or Loss of Equipment**

The cost of, or a contribution towards, any equipment where its damage or loss is caused by a student's behaviour. This will be at the discretion of the headteacher.

(g) **Damage to school, staff or visitors' property**

The cost of, or a contribution towards, any property where its damage is caused by a student's behaviour or visitors to the school. This will be at the discretion of the headteacher.

(h) **Use of community facilities and other commercial activities**

To cover, as a minimum the costs incurred by the school for the use of utilities, cleaning, maintenance, administration and the staffing costs for opening the premises. Charges for damage caused during such usage will be made according to the above reference to school property.

The Local Governing Body of Mary Webb School and Science College will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school and is not in breach of conditions listed under point (e) Examination Fees.

## **GENERAL**

The Local Governing Body of Mary Webb School and Science College may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Local Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

Voluntary contributions will be sought for activities during the school time when the cost of these activities is not met by the school budget. If the contributions received do not cover the cost of arranging the activity, it may have to be cancelled. Failure to contribute, however, would not in itself prevent a student from participating in an activity.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

## **REMISSIONS**

### **Pupils claiming free school meals**

The governors have agreed to fund 50% or up to a maximum of £400, whichever is the larger, of any residential educational trip and contribute up to 100% of any educational day trip, on request.

### **Residential visits**

The school may charge for board and lodging, but the charge will not exceed the actual cost. In some circumstances there may be cases of family hardship where parents are in receipt of one or more of the following:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

For a family in receipt of the above payments, it may be difficult for students in the family to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Local Governing Body will invite parents to apply, in confidence, for the remission of charges in part or in full, along with evidence of the benefit received. Authorisation of remission will be made by the headteacher. To request assistance, parents should contact the Business Manager, via the school admin office, on 01743 792100.

## **Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2021) 'Academy trust handbook 2021'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy and Publication Scheme
- The school's Scheme of Delegation
- CSAT Financial Procedures Policy