



# CHARGING AND REMISSIONS POLICY

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## Contents

Introduction .....	4
Aims .....	4
Who is responsible for this policy? .....	4
Education .....	4
Examinations.....	4
Optional extras .....	4
Residential visits .....	5
School meals .....	6
Transport .....	6
Music tuition.....	6
Extended services .....	6
Damage to property and breakages .....	6
Lettings of Trust buildings.....	7
Remissions policy.....	7
Voluntary contributions.....	7
Monitoring and evaluation .....	8

## Introduction

1. Dunstone Education Trust is committed to the principle of a basic free education service for all pupils.

## Aims

2. To ensure equality of access to education regardless of family income or circumstance.
3. To provide enhanced curricular and recreational opportunities for pupils.
4. To support the mission, vision and values of the Trust and its establishments.

## Who is responsible for this policy?

5. The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework. The Trust has delegated day-to-day responsibility for operating the policy to the Local Governing Body and the Principal of each Trust school.
6. The Local Governing Body and Senior Leadership Team at each Trust school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## Education

7. No charges will be made for admission to the school for those of a compulsory school age.
8. No charges will be made for education provided during school hours; including the supply of any material, books, instruments, or other equipment - unless the parent/carer wishes for the pupil to own the materials.
9. No charges will be made for education outside of school hours which is necessary to fulfil the requirements specified in the syllabus for a prescribed public examination, or to fulfil duties relating to the school curriculum, or part of religious education.

## Examinations

10. No charges will be made for entries to prescribed public examinations for pupils who have been prepared for such examination by the school.
11. No charges will be made for examination resit(s) for pupils who have been prepared for such examination by the school except where a pupil failed, without good reason, to meet any examination requirement for a syllabus. The Trust will determine what contributes "good reason" and the fee may be recovered from the pupil's parents.
12. Where parents request the re-scrutinising of an examination result, a charge will be made to cover the cost incurred.

## Optional extras

13. Charges may be made for activities classed as 'optional extras', these are:
  - Education provided outside of school hours<sup>1</sup> that is not:

<sup>1</sup> Where less than 50% of time spent on a *non-residential* activity falls during school hours it is deemed to have taken place outside school hours (time spent in travel counts in this calculation if the travel itself occurs during school hours). For

- Part of the School Curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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 which is required to take pupils to other non-school premises where the Trust has 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
14. 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 building 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
15. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupil wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
16. Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will have the agreement of parents before organising the provision of an optional extra where charges will be made.

## Residential visits

17. In activities which involve residential visits, the school will not charge for:
- 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 school 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
  - Supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit
18. A charge will be made for board and lodgings, but the charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

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*residential visits* if the number of school sessions taken up by the visit is less than 50% of the number of half days spent on the visit, it is deemed to have taken place outside school hours. A 'half day' means any period of 12hrs ending with noon or midnight on any day.

## School meals

19. No charge for school meals will be made for pupils who are entitled to free school meals or infant free school meals.
20. Pupils who are not entitled to free school meals will not be charged at more than the total cost incurred by the school.

## Transport

21. Where the school arranges to transport registered pupils to or from the school premises, this will not be charged at more than the actual cost.
22. The school will not charge for transport:
  - In relation to taking registered pupils to other premises where the school has arranged for pupils to be educated
  - That enables a pupil to meet an examination requirement when preparation for that examination has been made at the school
  - Provided in connection with an educational visit

## Music tuition

23. Although the law states that, in general, all education provided during school hours must be free, instrumental, and vocal music tuition is an exception to that rule.
24. Charges may be made for vocal or instrumental tuition provided either individually or to a group of any size, if:
  - The tuition is provided at the request of a pupil's parent
  - The teaching is not an essential part of either the school curriculum or a public examination syllabus that the pupil is being prepared for at the school.
25. The cost for vocal or instrumental tuition will vary according to the size and duration of the class as well as the type of instrument. Charges will not exceed the cost of the provision, including the cost of staff who provide the tuition.
26. No charge will be made in respect of a pupil who is looked after by the Local Authority.

## Extended services

27. Extended services provide:
  - High-quality learning opportunities either side of the school day
  - Ways of intervening early when children are at risk of poor outcomes
  - Ways of increasing pupil engagement
  - Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
28. The total charge for any extended service provided will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## Damage to property and breakages

29. Charges may be made to recover the cost of materials or equipment lost or damaged.

30. Charges may be made to meet the cost of damage to Trust property.

## Lettings of Trust buildings

31. Facilities in the School may be let for the use of private individuals or external organisations, subject to the approval of the Principal of the school.
32. Charges will be levied at a rate determined annually by the Local Governing Body of the school taken into account any guidance provided by the Trust.
33. Facilities will only be let where they are not needed for the purpose of education at that time.
34. Lettings will not be subsidised from resources provided for the education of pupils.
35. Hirers will need to demonstrate that they have adequate insurance or provision for compensating the Trust for any damage they cause. Additional fees for cleaning may be charged if facilities are not left in a clean and tidy state.

## Remissions policy

36. The school will give consideration to the remission of charges to parents who receive the following support payments:
  - Income Support
  - Income-based Jobseekers 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 they are 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 an individual stops qualifying for Working Tax Credit
  - Universal Credit
37. Children of families who receive these payments may also be entitled to free school meals.
38. The school may choose to subsidise part or all of the payment of 'chargeable activities'.
39. This Principal and the Chief Executive of the Trust will authorise the remission of charges.
40. All cases will be dealt with confidentially.

## Voluntary contributions

41. The school may ask for voluntary contributions to the school for any activity which takes place during school hours, for school equipment and for school funds generally.
42. Such contributions would be genuinely voluntary, with there being no obligation to contribute and no pressure applied to secure a contribution.
43. The school is committed to ensuring fair access and treatment of all pupils. No child will be excluded from an activity if their parents are unwilling or unable to pay.
44. Any activity for which voluntary contributions have been requested will only proceed if the total cost of the activity can be met from funds which may be available to the Trust to support such activities.

## Monitoring and evaluation

45. The policy will be promoted and implemented throughout all Trust schools.
46. The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust school.