

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	CHARGING AND REMISSIONS POLICY
Policy Reference	SUAS.F.1206.CHA03

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No	No
TO BE PUBLISHED ON WEBSITE	Yes / No	Yes

POLICY OWNERSHIP	
Governor Committee:	Finance
Department responsible:	Business
Post-holder: <i>(Title and Name)</i>	Valerie Hopkins (Strategic Business Director)
LINKED PROCEDURES REF:	F.1206.CHAprc01
Responsible Person - Procedures	Finance Manager

POLICY IMPLEMENTATION DATE:	December 2018 (latest review)
PLANNED REVIEW INTERVAL:	2 years
PLANNED NEXT REVIEW DATE:	December 2020

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please email your comment to policy@stratfordschool.co.uk.

i POLICY OUTLINE

Schools and Academies are permitted to charge for extra-curricular trips and activities under certain well-defined circumstances, as described in the policy. Further detail is available from the school on request.

ii PURPOSE

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and those for which there may be a charge, in line with the stipulations of the Education Act 1996, and to state the circumstances in which voluntary contributions may be requested.

The purpose of the associated procedures is to clarify the process for costing of non-curricular activities and of communicating effectively with parents and carers.

iii IMPLICATIONS OF POLICY

There are no significant implications for health and safety, risk, or staff training. The application of the policy does have implications for the Academy budget, and for application of the Academy's hardship fund.

iv EQUALITY ANALYSIS

Every policy, at its inception, will be subject of an Equality Analysis (EA) completed by the policy writer, which should be circulated to all those being consulted, with the draft policy.

v CONSULTATION

Consultation will be with the Leadership Team plus Finance Staff, prior to presentation for approval by the Governing Body (Finance Committee).

vi PROCEDURE

Procedure is the method by which the strategic intent of the policy is realised, and is thus an 'instruction manual' on how the policy outcome is to be achieved.

The procedure which supports this policy is an independent document, for internal use by Academy staff. The procedure reference is shown on the Policy Identification Page.

The development or amendment of the procedure is at a tactical / operational level. There is therefore no necessity for active referral to the Governing Body **unless** the policy intent has been altered.

If there is significant change to the procedure element of the policy there may be a requirement to engage in the consultation process and refer to the Governing Body.

vii RELATED POLICIES

Examinations Policies (available on website)
Trips and Visits Policy (available on website)
Financial Support Policy (available on website)

viii DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body.

The history of the policy will be recorded using the chart following.

Date	Author /Reviewer	Amendment(s)	Approval/ adoption
12 June 2012	V Hopkins	2 year review (1 st post-Academy)	June 2012
6 Aug 2014	V Hopkins	2 year review	7 th October 2014
4 October 2016	V Hopkins	2 year review – no change	6 th December 2016
December 2018	A Mason	2 year review – no change	December 2018

Under the terms of the Education Act 1996, the governing body of Stratford upon Avon School (SuAS) must have a policy on charging students to participate in activities that take place during the school day. Parents may be asked for voluntary contributions but, if they do not pay, their child cannot be prevented from participating should the activity go ahead.

In any request from the school to parents for voluntary contributions, it must be made clear that there is no obligation to make any contribution, and that students will not be treated differently, according to whether or not their parents have made a contribution.

1 Admissions

1.1 No charge shall be made in respect of admission unless it is for individuals for whom funding is not available through the DfE. This may include:

- Individuals over 19 years of age who wish to pursue a course of study;
- Adult education classes;
- Students who are registered at another school, academy or college, and who attend SuAS for part of their education, in which case fees would usually be payable as part of a formal agreement between the institutions, not by the individual.

2 Education during School Hours

No compulsory charge shall be made for registered students' education during school hours. The school may ask for voluntary contributions towards activities taking place during the school day, and no child will be excluded from an activity for which their parent or carer did not make a contribution, although the activity might not take place at all or may have to be curtailed if insufficient contributions are made. Activities for which voluntary contributions may be sought include visiting speakers or performers, arts and crafts materials, and so on.

Equipment such as the Student Planner is provided free of charge to students at the start of each academic year. However, if lost or badly damaged, students are expected to pay for a replacement.

3 Educational Visits

3.1 Non-residential visits deemed to take place in School Time.

3.1.1 There will be no compulsory charge but the academy will usually seek voluntary contributions, under the conditions described in paragraph 4.

3.1.2 Students qualifying for free school meals are entitled to a free lunch (a cold, packed lunch) when on a trip taking place during school time, which includes the entirety of the lunch period and does not otherwise allow for lunch, at a rearranged time, to be eaten in school.

3.2 Non-residential activities taking place outside School Time.

3.2.1 No charge will be made for an activity provided wholly or mainly out of school which is required as part of a syllabus of a prescribed examination or National Curriculum, e.g. theatre visit to see a performance of a set text. However, voluntary contributions may be sought.

3.2.2 For any other activity provided wholly or mainly out of school hours, but not part of a syllabus of a prescribed examination or necessary to a course of study, full costs of the activity will be charged. Participation in these activities is a matter of parental choice. Nevertheless, governors retain discretion to waive all or part of the charge in suitable circumstances, although will not permit a situation where paying parents subsidise a student unable to pay.

3.3 Residential Visits including study visits abroad

3.3.1 Particular rules apply for residential trips, defined as in school time if at least 50% of the days covered by the trip are days on which the student would otherwise be present at school. E.g. a trip leaving Wednesday morning, returning Sunday evening, is classed as in school time (3 school days, 2 non-school days), whereas a trip leaving Thursday lunchtime and returning Sunday evening is outside school time (1.5 days of school, 2 non-school).

- 3.3.2 For residential trips during school time, a charge will be made for board and lodging only, except from parents or carers in receipt of qualifying benefits, for whom the charge is waived.
- 3.3.3 A residential trip taking place outside school hours, where not an integral part of an examination course, is deemed optional, and parents or carers are charged the full cost.

3.4 Calculating Charges

- 3.4.1 When charges are made, they shall not exceed the actual cost of the optional extra or board and lodging. In calculating the cost of optional extras an amount may be included for:
- Materials, books, instruments or equipment provided in connection with the optional extra;
 - Support staff involved in planning, delivering, or accompanying the particular activity;
 - Teaching staff engaged under contracts of services purely to provide an optional extra; this includes supply teacher engaged specifically to provide the optional extra;
 - The cost, or proportion of costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 3.4.2 Any charge in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating, nor will the charge include any element of subsidy for any other student participating in the activity and whose parent or carer is unwilling or unable to pay the charge in full. In cases of hardship governors will consider in their absolute discretion the remission of some or all charges for students whom they consider will benefit from participation in the activity.

4 **Voluntary Contributions**

- 4.1 Voluntary contributions will be sought for school activities. There is no limit on the level of such contributions which parents or others can make. It is permitted for voluntary contributions to be set to cover staff costs and any associated material / equipment resources.
- 4.2 Funds available to Governors for financing activities are limited, and therefore many non-statutory but desirable activities are not possible unless funded by voluntary contributions.
- 4.3 Where an activity cannot be funded without specific voluntary contributions, this will be made clear to parents at the outset. Since no student can be excluded from an activity because his or her parents are unwilling or unable to contribute, it follows that if there is insufficient money raised through voluntary contributions, the activity will be either be cancelled or at least amended.
- 4.4 No parental payment, made voluntarily, may subsidise a non-paying student's participation.

5 **Music Tuition**

- 5.1 Charge will be made for instrument tuition to students individually or in groups of up to four unless the tuition is required by a Programme of Study, or as part of the syllabus for a prescribed public examination for which a student is being prepared by the school. The school may be in a position to subsidise some instrumental lessons in order to make them as accessible as possible, and to reduce any difference in charging levels within the range of providers. Any decision on subsidies will be made on an annual basis.

6 **Practical Subjects**

- 6.1 In practical subjects, so that students may experience a wide range of activities and develop basic skills, a number of items will be made to take home or to consume on the premises.
- 6.2 Parents will be asked to make a voluntary contribution for materials and equipment used in this way, or to provide ingredients and materials, e.g. for Catering, Food and Textiles.
- 6.3 Products from ingredients not supplied or paid for by parents will remain the property of the school and be disposed of as the Governors shall decide.

7 Public Examinations

- 7.1 There will be no charge for entry of a student for a prescribed public examination for which he or she has been prepared by the school.
- 7.2 Examination costs will be charged to parents as follows:
(see *Examinations Policy* for greater detail)
- If a student fails to attend school to sit an examination for which s/he has been entered, and for which there is no permissible reason, such as illness supported by a doctor's note.
 - If a parent asks for examination results to be re-scrutinised.
 - Re-sitting an examination where no additional preparation has been given by the school.
 - The fee for any prescribed examination for which the student has not been prepared by the school, and for any examination not on the prescribed list. The fee for resits will be as per the published price list, available on the school website. Payment by parents should ideally be via ParentPay.
 - For re-marks requested by the student.

8 Transport

- 8.1 Where a student makes use of transport not provided by SuAS to travel direct from home to an activity sanctioned though not provided by SuAS, for instance a university open day, then parents will be expected to meet the costs of such travel.

9 Breakages and Fines

- 9.1 Parents may be charged the cost of replacing damaged or lost equipment and rectifying any damage to the school property itself.

10 Fundraising

- 10.1 In order to increase accessibility and inclusion, the school will consider allowing fundraising activities, if deemed appropriate, to support some types of school activity and trip, particularly those not linked closely with the curriculum, and which may be fairly high cost, such as trips abroad, ski holidays, World Challenge and the like.

11 Hardship Fund

- 11.1 The school will operate a hardship fund in order to provide support for trips and activities for pupils whose parents are in receipt of benefits, or experiencing financial difficulties. The range of qualifying benefits will be in line with those for which it is appropriate to use Pupil premium funding, and those stipulated by Stratford Town Trust, which provides funding to the school annually for the purposes of supporting parents and families in need.
- 11.2 From time to time, there may be further one-off funding sources available in addition to the annual funding received from Stratford Town Trust funds. Although not regular in nature, these sources of funding will be treated in the same way.
- 11.3 The existence and terms of access to the school's hardship fund will be notified to parents on the school website, in newsletters (from time to time), and as appropriate in various letters relating to specific trips, activities and opportunities.
- 11.4 The 16-19 Bursary is provided by the Education Funding Agency (EFA), and will be allocated in accordance with the *16-19 Bursary Fund aspect of the Financial Support Policy*. The criteria may be set in broad terms by the EFA, with additional interpretation allowed for within the aforementioned policy.
- 11.5 The school will use all its sources of hardship funding in an optimal way in order to benefit as many young people as possible.

12 Recovery of Sums Payable by Parents

- 12.1 Any sums payable by parents, which may include but not be limited to the following, wasted examination fees, optional extras to which they have agreed, or board and lodging, are recoverable as a civil debt.
- 12.2 The school reserves the right to withdraw students from any optional non-curricular trips or activities for which payment is appropriate, in the event that there remain outstanding balances from previous trips.

13 Other

- 13.1 Provision of the correct uniform as per the published list is a parental responsibility and to be provided at their expense. Where aspects of uniform, such as ties, badges, or science goggles are available from school, parents will be charged as per the price list.
- 13.2 There are local charities which may be able to assist parents with the cost of uniform, subject to qualifying conditions, and parents are encouraged to seek advice from the local Citizens Advice Bureau. The school also retains information and contact details for local charities, but it cannot guarantee that this information is comprehensive.
- 13.3 Notwithstanding the provisions of this policy, the government's Pupil Premium strategy, through which the school receives funds to support pupils who have qualified for Free School Meals at any time during the previous 6-year period, may provide, at the school's discretion, funding for activity or resources for which we would otherwise make a charge to parents, for example items such as cooking ingredients, uniform, or contributions towards educational trips
- 13.4 Any parent or carer who has any query relating to this policy, including charges, voluntary contributions, or discretionary or other remissions, is encouraged in the first instance to contact the Headteacher or Strategic Business Director.