



# Charging and Remission Policy

Last reviewed and approved by the Governing Body

September 2018

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

This policy has been formulated in accordance with DfE guidance: Charging for School Activities (May 2018) and sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools in England.

## Aims

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

## Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Headteacher and Governing Body.

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per term decided by the Governing Body.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

#### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities.

##### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

#### **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

##### **Optional extras**

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the Governing Body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- Breakfast Club Childcare
- After School Childcare
- events held by the school outside of school hours
- clubs and activities provided by third parties.

##### **The cost of optional extras**

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set by the Headteacher.

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 pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

**Our 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 National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

**Our school will charge for:**

### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. 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 (see **section 11** for more guidance on remissions).

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall outside of school hours (**see section 5**).

Pupils will not be permitted to attend a residential trip if they have an outstanding debt to the school.

## **8. Music tuition within school hours**

West Thurrock Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil.

## **9. Swimming lessons**

Parents/carers are asked for a voluntary contribution to cover costs of pool hire, transport and the swimming tutors.

## **10. Charges for finished products**

The school will make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents/carers have indicated that they would like their child to bring home the finished product.

## **11. Clothing**

Although no charge is made for equipment for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents/carers will therefore be asked to provide their children with items such as a P.E. kit, protective aprons and sports kit.

## **12. Extended services**

West Thurrock Academy is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to 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
- Breakfast Club Childcare to cover the cost of staff engaged to provide the activity
- clubs and activities provided by third parties to cover the cost of staff brought in to run the club.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **13. Damage to property, loss and breakages**

Where school property has been wilfully or recklessly damaged by a pupil or parent, or school books which are on loan to children are lost, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **14. Remissions and concessions**

Where a trip takes place wholly or mainly during school hours, the school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

## **15. Voluntary contributions**

The Headteacher and Governing Body may ask for voluntary contributions that will enrich our pupils' education towards the the cost of:

- any activity which takes place during or outside school hours
- school visits
- visiting performers, theatre groups and curriculum experts
- workshops or activities delivered by visiting companies
- school equipment
- school funds generally

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled. The school does not make a profit from these contributions. Any contribution requested will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. If the activity is cancelled all monies paid will be returned to parents.

If a child misses a trip through ill health and their parents have already contributed to the cost then the school will try to refund some of the money paid. The percentage refund will vary according to the factual circumstances but is unlikely to exceed 50% of the cost.

## **16. Inability or unwillingness to pay**

West Thurrock Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that

child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.