



INSPIRING FUTURES PARTNERSHIP TRUST

CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

Policy Type	Statutory
Updated by	Melanie Wilson
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Charging and Remissions Policy for Educational Activities

INSPIRING FUTURES PARTNERSHIP TRUST

The Trustees recognise the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Trustees aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter 111 of Pt. VI of the Education Act 1996. This requires the Trustees to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a copy of the policy is on the school website.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary Contributions
- Permitted Charges.

They have different limitations as set out below.

Voluntary Contributions

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way it is used. Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be excluded from an activity or treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, it must be made clear to parents that if insufficient voluntary contributions are raised to fund a visit or activity, it must be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Permitted Charges

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours. Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education (non-chargeable education). A charge can be made, however, for board and lodgings on any residential educational visit. If there is a special case for full or partial remission of any charges, this should be referred to the Principal.

1. Materials and Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design or design and technology, a charge may be levied for the cost of the materials used. Text books are provided free of charge, but in some subjects additional revision guides are available, for which a charge is made.

2. Music Tuition

Charges in respect of individual music tuition are levied directly by the music teachers. Charges may be made for teaching 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 during school hours, if it is provided at the request of the parent.

Charges may only 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) or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

3. Residential Activities/Activities Outside School Hours

We do 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 trip.

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity, but must not exceed the actual cost of providing the activity. The charge may include, but not exceed, the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When we inform parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income-Based Jobseekers Allowance (IBJSA);
- Support provided under Part V1 of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2016/17);
- State Pension Credit, where the parent is in receipt of the guarantee credit and
- Income Related Employment and Support Allowance.

Education Partly During School Hours

When is an activity held in school hours?

A day visit is in school hours if:

50% or more of the time spent on the activity occurs during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

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, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Day Visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of twelve hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Pupils are away from noon of Wednesday to 9 p.m. on Sunday. This counts as nine half days including five school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9 p.m. on Sunday. This counts as seven half days including three school sessions, so the visit is deemed to have taken place outside school hours.

Where an activity takes **place partly during and partly outside of school hours**, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national Curriculum, not part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school and not part of religious education.

4. Looked After Children

A charge will initially be made in respect of a ‘looked after’ pupil for activities such as music tuition, residential visits, etc; however the funding will be reimbursed to the carer as soon as possible.

5. Damage/Loss to 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 Principal may decide.

Parents will be asked to meet the cost of breakages and damages where this is a result of their child's behaviour.

Parents will be expected to pay for books which are lost or defaced.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance, Resources and Staff Committee and approved by the Trustees.

7. Other Charges

The Principal, the Finance, Resources and Staff Committee or the Trustees may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of the OFSTED Report.

Remissions Policy

Where non chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Income Support
- Income based (not contribution based) Job Seeker's Allowance (IBJSA)
- Child Tax Credit except if the parent meets ANY of the following criteria:
 - i) entitled to working tax credit (regardless of income)
 - ii) have an annual income in excess of £16,190 (Please note that this figure is for April 2016 and that it changes in April each year)
- The Guarantee element of the State Pension Credit
- Income related employment and support allowance
- Financial support by NASS (National Asylum Support Service)

Where charges are to be made by the Governing Body for optional extras, parents may receive a remission for the whole or part of the charge as determined by the Governing Body before each visit.

Excessive Income Over Expenditure

Where an activity or trip takes place and the actual income received from parents exceeds the expenditure required, the excess will be calculated per 'contributing pupil' and administered as follows:

Where the excess is less than £5 per pupil it will be accepted as a donation to the Academy General Charity Fund unless a parent has indicated differently to the academy.

Where the excess is greater than £5 per pupil parents will be informed and invited to consider a donation to the Academy General Charity Fund or seek a refund of the excess, less postal charges.

WHAT LEGISLATION DOES THIS REFER TO?

The Education Act 1996: Sections 402, 449 – 462

The Education (Prescribed Public Examinations) (England) Regulations 2010: S1 2010/2327

The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003: S1 2003/381, as amended by S1 2005/1014 and S1 2011/730

The Education (Pupil Registration) (England) Regulations 2006 S1 2006/1751 as amended by S1 2010/1725 and S1 2011/1625

The Charges for Music Tuition (England) Regulations 2007 S1 2007/2239

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