

Charging and Remissions Policy

Introduction

This Policy meets the statutory requirement for Kennel Lane School to develop a policy with regard to charging and remission for school activities, trips, visits and other matters.

The basis of the policy is found in paragraphs 449-462 of the Education Act, 1996. It follows guidance set out in *Charging for School Activities* published by the DfE in October 2014.

Background

School governing bodies and local authorities, subject to a limited number of exceptions, cannot charge for education provided during school hours (including the supply of books and materials, instruments or other equipment).

Schools must inform carers/parents on low incomes and/or in receipt of certain benefits of the support available to them when being asked for contributions to the costs of school visits.

1. Admissions

There is no charge for admissions to Kennel Lane School.

2. School meals

There is no charge for learners who are entitled to free school meals. In addition, learners in KS1 are entitled to receive a school meal free of charge.

3. Public examinations and assessment

There is no charge for examinations and other assessments that are part of the curriculum being followed by a learner at Kennel Lane 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, but voluntary contributions may be requested where there is a cost involved.

We may charge for:

- a) books and materials that the carer/parent wishes their child to keep (the cost will be made clear to the carer/parent before charge)
- b) optional extras (Section 5)
- c) music or vocal tuition (Section 8).

Voluntary contributions:

Kennel Lane School may, from time to time, ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our learners' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the carers/parents by the school. If the school cancels the activity, all monies paid will be returned to carers/parents.

There is no obligation for a carer/parent to make any contribution and the school will not pressure carers/parents to make a contribution.

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 Kennel Lane School curriculum.

Optional extras:

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

- a) education provided outside of school time that is not part of the Kennel Lane School curriculum
- b) transport that is not taking the learner to school or to other premises where the local authority or governing body has arranged for the learner to be provided with education.
- c) board and lodging for a learner on a residential visit
- d) education, including school trips, provided outside of school time.

The cost of optional extras:

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of an individual learner will not exceed the actual cost of providing the optional extra activity, divided equally by the number of learners participating. In no circumstances will there be an element of subsidy required for any learners wishing to participate in the activity whose carers/parents are unwilling or unable to pay the full charge. These charges may not apply to those learners entitled to remissions, but no other learners will be charged extra to cover those costs (Section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- a) any materials, books, instruments, or equipment provided in connection with the optional extra
- b) non-teaching staff
- c) teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- d) 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 carer/parental choice and a willingness to pay the charges. The school will need to have the agreement of carers/parents before organising the provision of an optional extra where charges will be made. The school is able to provide support available for those who require additional financial assistance.

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 learners 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 learners on a visit.

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

7. Residential activities

Kennel Lane School will not charge for:

- a) supply teachers to cover for those teachers who are absent from school accompanying learners on a residential visit
- b) travel costs where the residential activity is classed as being within school hours
- c) residential activities that take place during school hours.

Kennel Lane School may charge for:

Board and lodging: When any visit has been organised by the school where there may be a cost for board and lodging, carers/parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Carers/parents who can demonstrate that 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 learner. These charges may not apply to those learners entitled to remissions, but no other learners will be charged extra to cover those costs.

Activities: The school may charge for residential activities that fall outside of school hours (Section 5).

8. Music tuition within school hours

Kennel Lane School 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 the Kennel Lane School curriculum.

The school may charge for teaching requested by carers/parents and delivered by specialist tutors given to either an individual learner 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 learner. This includes instruments, music books and exam fees.

A charge may be made to learners borrowing and taking out of the school site instruments owned by the school to cover replacement costs if required.

9. Extended services

Kennel Lane School is dedicated to providing a well-rounded and extensive education for our learners, which includes a wide range of extra-curricular activities. These may provide:

- a) high-quality learning opportunities either side of the school day
- b) ways of increasing learner engagement
- c) ways of improving outcomes and narrowing gaps in outcomes between different groups of learners.

If a charge is made, the total charge will not exceed the cost of providing the activity and no carer/parent will be asked to subsidise others.

10. Damage to property, loss of property and breakages

Where any person at the school has wilfully damaged the school property school may charge those responsible for some or all of the cost of repair or replacement.

Where any person at the school has lost school property, the school may charge those responsible for some or all of the cost of replacement (e.g. library book).

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

The Headteacher will decide whether or not these charges will be made dependent on the situation.

11. Remissions and concessions

The Governing Body does not wish to see any learner disadvantaged by virtue of the fact that their carers/parents are unable to pay. The school will give consideration to the remission of all or part of any charges to carers/parents of learners registered for Free School Meals or in receipt of the benefits that would qualify them for such.

Carers/parents who are eligible for the remission of charges will be dealt with confidentially.

Responsibility for authorising the remission of charges rests with the Headteacher.

Reviewed and Revised:	Autumn 2020
Approved by Governing Body:	December 2020
Responsibility for Implementation and Review:	Headteacher Full Governing Body
Date of Next Review:	Autumn 2023