



IDSALL SCHOOL POLICY ON CHARGING AND REMISSIONS

Sponsorship & Review

1 Sponsor

Mrs V Hulme, Business Manager

2 Reviewed

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IDSALL SCHOOL POLICY ON CHARGING AND REMISSIONS

INTRODUCTION

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462, of which set out the law on charging for school activities England. Academies are required to comply with this Act through their funding agreements.

The Board of Trustees confirm their belief that this policy is in line with Legislation.

The Board of Trustees recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education.

The Board of Trustees aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy the term 'Parents' means those having parental responsibility for the child.)

1. GENERAL PRINCIPLE AND WHERE CHARGES CANNOT BE MADE

The general principle within the Act is that no charge will be made for the following:

1.1 Education

- Admission applications
- Within school hours including the supply of any materials, books, instruments or other equipment (but excluding the mid-day break)
- Required for the national Curriculum but out of school hours
- For Statutory Religious Education
- For a prescribed public examination prepared for by the school
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents

1.2 Transport

- Transporting registered pupils to or from the school premises, where local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit.

1.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

However, there are exceptions where Idsall School can make charges.

2. EXCEPTIONS WHERE CHARGES CAN BE MADE

Below we set out **what the school can charge for:**

- Any materials, books, instruments or equipment where the child's parent wishes him or her to own them
- Non-educational trips
- Board and lodgings on residential educational trips
- Music tuition and the hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed examination
- Materials/ingredients required to produce a finished product made in school (e.g. in Art, Design, Food or Technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a student for a public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- Entering a student for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or student
- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside of school hours)
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school and fails, without good reason, to meet any examination requirement for a syllabus.

In all cases where a permitted charge is made, parents will be told in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

3. VOLUNTARY CONTRIBUTIONS

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student

incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

4. OTHER CHARGES

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items, the school actively encourages parents and students to purchase them. Some optional items of equipment may, on occasion, be offered for sale by the school e.g. calculators, revisions guides etc.

Photocopying and/or printing which is not required by a member of staff may be charged for.

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 will be at the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

A charge may be made to recover the running costs of the school minibuses operated under Section 19 of the Transport Act 1985. The service will not make a profit even if any profit would go back into school to cover running costs.

5. REFUNDS

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

6. FINANCIAL SUPPORT FUND

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Requests for help from parents on eligible benefits will be considered in line with our Financial Support Policy and assistance provided within the limits of any support fund that may be available. Complete confidentiality will be observed in all such matters.

Eligible benefits include:

- Eligible for Free School Meals
- In receipt of Income Support Allowance
- In receipt of Job Seekers Allowance
- Child Tax Credit, but are not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190
- Support under part VI of the immigration & Asylum Act 1999
- The Guaranteed Element of Pension Credit.

Where a parent does not receive an eligible benefit, the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such contributions have been made by the time the trip or event takes place.