



# THE BARCLAY SCHOOL

## CHARGING AND REMISSIONS POLICY

Governor committee:	Management and Finance	12 <sup>th</sup> May 2015
	Full governing body	20 <sup>th</sup> May 2015
Prepared by:	Anne Williams	6 <sup>th</sup> May 2015
Policy due for review:	Management and Finance	May 2017



## **Status**

Statutory

## **Purpose**

We believe that: all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **What was consulted?**

A Guide to the Law for School Governors May 2014 and Charging for School Activities 2014 from the Department for Education have informed the policy.

## **Relationship to other school policies**

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

## **Roles and responsibilities of headteacher, staff and governors**

The headteacher, staff and governors will ensure that the following applies:

### **1. No charges will be made for:**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided 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 school or part of religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum or examination syllabus
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (however, if a pupil fails without good reason to meet any examination requirement for a syllabus, a charge will be made)

## **2. Activities for which charges may be made:**

### **a) Activities outside school hours**

Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time, spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

### **b) Residential activities**

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

#### ***Is a residential trip in or out of school time?***

*If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip 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 "halfday" means any period of 12 hours ending with noon or midnight on any day.*

*When any trip is arranged parents will be notified of the policy for allocating places.*

### **c) Music tuition**

Music tuition (including singing) for individuals or groups of an appropriate size

### **d) Voluntary Payments**

Some activities cannot be funded without voluntary contributions and the school will indicate this when the trip letter is sent out. Voluntary payments will be sought for activities such as day trips which are not part of the National Curriculum / public examination study. However, payment will be genuinely voluntary and children shall not be excluded because their parents /carers unwilling or unable to pay. However it must be clear that visits **may not** go ahead if insufficient voluntary funds are raised.

Examples of activities for which contributions will be invited:

Visits to or by a theatre or dance company  
Outdoor adventure activities  
Sporting activities that require transport  
Visits to theme parks

Where an activity is proposed, it shall be offered to a distinct group such as a subject, class or year group not only to those showing an ability or willingness to pay. Some help may be available to students who qualify under Section 3 below. Charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

### Examples of when charges may be made:

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remission or help with charges available</b>
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay or in technology costs of materials to build bird boxes or ingredients to make recipes etc.	Help with charges available if qualification criteria are met – see below
Charges will/may be made for music tuition (largely provided by Hertfordshire Music Service) whether for an individual or groups of an appropriate size	The cost, or a proportion of the costs, for peripatetic teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of an appropriate size	<p>Music Fee Remission has to be applied for via Hertfordshire County Council (HCC).</p> <p>If you are currently eligible for Free School Meals and would like to apply for help towards the cost of lessons you should submit a "How Can We Help?" benefits form to Hertfordshire County Council requesting help with music lessons. This form is available online from:  <a href="http://www.hertsdirect.org/services/edlearn/canhelp/">http://www.hertsdirect.org/services/edlearn/canhelp/</a>            For further information you can phone the helpline on 0300 123 4048 or email <a href="mailto:howcanwehelp@hertsc.gov.uk">howcanwehelp@hertsc.gov.uk</a></p> <p>There may be a waiting list for lessons and the school has no influence on HCC in granting remission. There is a £20 charge per term for remission students.</p>
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Help with charges available if qualification criteria are met – see below
Clubs delivered by 3 <sup>rd</sup> parties only outside of school hours		No remission available

### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge (or occasionally at no charge) to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above.

Criteria for qualification for remission are given below:

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 under part VI 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules (currently £16,190 in Financial Year 2013/14)
- the guarantee element of State Pension Credit
- an Income-Related Employment and Support Allowance that was introduced on 27 October 2008.

### **4. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- all trips will be published at least one month in advance preferably much longer to ensure the school has received full payment prior to the last cancellation date
- we have established a system for parents to pay in instalments. An online payment system WisePay allows payment by debit or credit card and also by instalments.
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection
- if parents wish students to be considered for remission towards trips they should enquire as soon as they receive the letter as the school will reserve a place until a decision has been made

## **5. School trips and visits –deposits, instalments and refunds**

Deposits are taken by the school for trips and events to secure places. Once a deposit has been paid, the school will not be able to provide a refund of the deposit as it will have already incurred the expense. The value of the deposit will be lost.

Instalments must be paid by the date due and as outlined in the trip letter. The preferred method payment is by instalments on WisePay by debit or credit card. If you are unable to access this facility, cash (secured in an envelope) and cheques can still be taken.

If after completion of a trip or journey a surplus exists, the money will be applied as follows:

- 1) If the surplus is greater than 5% of the contribution per head, subject to a minimum of £5 then a refund of the full amount of the surplus will be offered to parents.
- 2) If the surplus is less than 5% of the contribution per head or less than £5, the surplus will be placed in the school fund.
- 3) If the school has provided remission on the trip then the school would receive the refund and not the individual

## **6. Arrangements for monitoring and evaluation**

The Management and Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's additional activities on those children most in need of additional support.