

APPLEFIELDS SCHOOL

CHARGING & REMISSIONS POLICY 2018



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Statement of intent

Applefields School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

Headteacher

Date: _____

Chair of governors

Date: _____

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents / carers.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the Local Authority (LA) for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

- 3.2. When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Examination fees

- 4.1. We may charge for examination fees if:
- The examination is on the prescribed list, but the pupil was not prepared for it at the school.
 - The examination is not on the prescribed list, but the school arranged for the pupil to take it.
 - A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee.

5. Examination re-sits

- 5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

6. Voluntary contributions

- 6.1. Although there are restrictions on charging for school activities, the LA or school are not prohibited from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.
- 6.2. The Governors have agreed that where an activity cannot take place without a voluntary contribution, parents should be asked to make a voluntary contribution using a standard letter covering the following points:

- An explanation of the proposed activity, and its likely educational value
- The contribution per pupil that would be required for the activity to take place, and included as a separate cost any associated charge for transport
- It should be emphasised that all contributions are of a voluntary nature and that no pupil would be excluded from the activity because his or her parents were unwilling, or unable to contribute
- That the activity will only take place with sufficient financial support and, if insufficient parents are willing to support the activity, it may need to be cancelled.

6.3. Although there is no limit to the value of the voluntary contributions parents can make nor any restrictions on the use to which can be made of these contributions, it should be noted that each parent's voluntary contributions will only be used to meet the cost of that activity for their child, and will not be used to subsidise the cost for another child or the costs associated with the adults involved in the activity.

6.4. The cost of subsidising those pupils whose parents are unable or unwilling to make a contribution and that for the adults taking part will be met from the school's resources, including general school funds.

6.5. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

7. Materials for practical subjects

7.1. No charge may be made for materials, books, instruments or other equipment for use during school hours. However, parents may be encouraged to make a voluntary contribution, in cash or kind, towards the cost of materials and ingredients, as long as no child is excluded from the any part of the curriculum because of non-contribution.

7.2. Where a parent has indicated in advance a wish to own the finished product the school may charge for the ingredients or materials or require that they be supplied.

7.3. The Governing Body has agreed that:

- A letter be sent to all parents of pupils involved in practical subjects at the beginning of the school year, and then at the beginning of each subsequent term. This letter will indicate the work planned to be covered during the term and request a voluntary contribution towards the cost of materials.
- Funding will be made available from the school's own resources on a termly basis on an agreed funding allocation to provide a basic stock of materials in the Home Economics Room and to subsidise the provision of materials for those pupils whose parents are unable or unwilling to make a voluntary contribution.

8. Music tuition

8.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be

made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil’s parents.

8.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

9. Transport

9.1. We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

9.2. A charge for transport in the school minibus may only be made if a permit under Section 19 of the Transport Act 1985 is held. The permit exempts the school from PSV operator and driver licensing requirements, a permit is held for each minibus. Charges may recover some or all of the cost of running the vehicle, though a profit may not be made on this service.

The Governing Body has agreed that:

- An element of travel cost should be included in all requests for voluntary contributions to parents where pupils use either a minibus or coach to attend an activity. This will apply to any of the school’s minibuses, the use of a coach or any other transport arranged by the school.
- Where charges are applied, these can only cover the cost of using the vehicle and a profit cannot be made.

In the case where either of the Applefields School minibuses is used then the overall charge for the activity should include a transport related cost. The following scale of charges, per pupil, should be used:

Return journey distance	Transport cost per pupil
Up to 20 miles	75p
20 – 40 miles	£1.50
40 – 60 miles	£2.25
60 – 80 miles	£3.00
80 – 100 miles	£3.75

These travel costs will not apply to the following regular curriculum activities:

Education off site with external providers e.g. local FE College Link Courses, Danesgate Skills Centre,
Cube Media, York Training Centre
Work Experience placements
Local Social Independence visits
PE and Sports activities off school site

These costs will apply to all other Educational Visits.

10. Residential visits

10.1. We 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, 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 teachers accompanying pupils on visits.
- The cost of board, lodging and travel for accompanying members of staff

10.2. A charge will be made for board and lodging – but the charge will not exceed the actual cost.

10.3. A voluntary contribution will be requested to cover the cost of travel

10.4. No parent will be asked to contribute to the costs associated with another pupil

10.5. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of Free School Meals.

Where the Governors have determined that a remission of charges will apply according to the above criteria, or through special consideration, the cost of any remission will be met from the school's resources.

11. Education partly during school hours

11.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

11.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

11.3. Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

11.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

11.5. Any charges for extended day services will be optional.

12. School Meals

12.1. Parents whose child takes a school lunch must pay the relevant cost stated by the school's catering supplier. Pupils may be eligible for a free school meal

13. School Uniform

13.1. The Governing Body has agreed that:

- The parents of pupils in Key Stages 3 & 4 should be encouraged to provide the Applefields School uniform for their child
- The school will use a clothing supplier who provides quality clothing at affordable prices
- Parents should be made aware of the provision of means tested financial assistance from the LA to help with the provision of school uniform – further details are available from school
- Parents should be informed by letter at the beginning of the year of the clothing requirements
- Parents should be encouraged to provide an agreed PE kit and a Home Economics (HE) apron or tabard
- It should be requested that all clothing should be named.

14. Damaged or lost items

14.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

15. Remissions (other than for Residential Visits)

15.1. As a statutory minimum, it is noted that a complete remission should be provided for those pupils whose parents receive one of the benefits listed below, if the activity is deemed to take place during school hours or is out of school and is related to requirements to fulfil:

- any syllabus requirements for a prescribed public examination
- statutory duties relating to the National Curriculum required by section 10(2) of the 1988 Act
- statutory duties relating to religious education required by section 10(1)(b) of the 1988 Act

15.2. The Governing Body have agreed that a remission of charges will apply for those pupils who are entitled to receive a Free School Meal. Under the current arrangements this is where the pupil's parents are in receipt of one of the following:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- 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 Her Majesty's Revenue and Customs) did not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance

15.3. Governors will consider a remission of charges in circumstances where they believe special consideration should be made

15.4. To request assistance, parents should contact the School Business Manager.

16. Hire of School Premises

16.1. Governors wish to make use of the school facilities when they are not required for school use. Details of the facilities available, the terms and conditions of use and charging basis may be found in the school's Letting Policy and Community Use Agreement.

17. Monitoring and review

17.1. This policy will be reviewed annually by the governing body. Jan 2019 next review