

Charging & Remissions Policy

Date last reviewed	June 2017
Committee Responsible	LMR
Designated member of staff	TMA/MBA
Date of next review:	June 2020

STATEMENT OF INTENT

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.

CHARGING AND REMISSIONS POLICY

This Charging and Remissions Policy is a statement of good practice that covers all aspects of The Hollyfield School's activities and the non-discriminatory manner in which it deals with all members of the school community. The policy is statutory.

IMPLEMENTATION

The Hollyfield School will implement the above Statement of Intent as follows:

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 the school, or part of the school's basic curriculum for religious education;
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;

- 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;
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for 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.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

Activities for which charges may be made:

Activities outside school hours

Non-residential activities (other than those listed in 3.1 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).

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 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 "half day" 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

Music tuition for individuals or groups of up to four pupils.

Charges will (or may) 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

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges 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.	As per 3.3.4 below
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for 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 up to four pupils	As per 3.3.4 below
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the cost	As per 3.3.4 below

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 no charge or a reduced 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 Parents or Carers in receipt of:

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules;
- Guaranteed State Pension.

Consideration may be given to allow other categories of parents to claim help with some costs in some circumstances.

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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;
- we have established a system for parents to pay in 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.

ROLES AND RESPONSIBILITIES

The following is a general statement of responsibilities for the implementation of this policy.

Governors

Governors are responsible for:

- ensuring that the academy complies with its undertakings under this policy;
- ensuring that the policy is reviewed at least every three years.

Headteacher

The Headteacher and the School Leadership Team are responsible for:

- implementing this policy
- ensuring that parents and carers are aware of the policy and are sufficiently informed to take advantage of remissions where available.

MONITORING AND REVIEWING

The Headteacher and the Governing Body will review this policy at least every three years against the Equalities Action Plan.

OTHER POLICIES

This policy should be read in conjunction with:

- Accessibility Plan
- Complaints Procedure
- Curriculum Policy
- Freedom of Information Publication Scheme
- Home & School Partnership
- Prospectus