

# Queen Elizabeth's Girls' School

## Policy for Charging and Remission

<b>POLICY TITLE:</b>	<b>Policy for Charging and Remission</b>
<b>STATUS</b>	<b>Statutory</b>
<b>REVIEWED BY:</b>	<b>Finance &amp; Premises Committee</b>
<b>DATE OF LAST REVIEW:</b>	<b>June 2018</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2020</b>

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### Charging and Remissions

#### 1. Introduction

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. We aim to provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.2 The Governing Body believes that all Academy pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers financial means.
- 1.3 This policy which follows the requirement of the Education Act 1996 (Sections 449 – 462) and Department for Education advice issued in May 2018 details how St Matthew Academy will aim to ensure that an appropriate range of visits and activities is offered and at the same minimise the financial barriers which could prevent some pupils taking full advantage of the opportunities.

#### 2. Definitions

- 2.1 Throughout this policy, the term "parents" means all those having parental responsibility for a child.

### **3. Charging**

3.1 In order to achieve the Academy's aims no charges will be made for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

3.2 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- i. School trips and residential: the board and lodging element of the residential experience and outdoor pursuit courses which take place during school time; However pupils whose parents/carers are in receipt of benefits listed at paragraph 4.1 below may not be charged for board and lodging costs.
- ii. Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii. Music Tuition for individuals or groups of pupils at the request of the parent
- iv. Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;
- v. Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- vi. Examination fees:
  - If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
  - If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.
  - Where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.

- o Where persons who are not registered pupils at the Academy for education provided (there may also be charges for facilities used by them while at the Academy).
  - vii. Optional Extras: charges may be made for costs relating to optional extras as defined in the Appendix.
- 3.3 All charges for income of any nature must be made through the Finance Department by the Finance Officer responsible for raising invoices. Likewise all monies received for such income must be directed to the Finance Department who is solely responsible for the receipt of all income entering the Academy. Official Academy receipts will be issued for all monies received.

#### **4. Remissions**

- 4.1 In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can be legally made will be offered at a reduced charge to parents/ carers in receipt of the following:
- a. Income Support;
  - b. Income Based Job Seekers Allowance;
  - c. Support under part VI of the Immigration and Asylum Act 1999;
  - d. Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does exceed the annual limit set by Revenue and Customs);
  - e. The guarantee element of State Pension Credit; or
  - f. An income related employment and support allowance that was introduced on 27 October 2008.
- 4.2 In certain circumstances the Head of School, may determine that it would be reasonable for no charges to be levied.
- 4.3 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

#### **5. Insurance**

- 5.1 Any insurance costs will be included in charges made for trips or activities.

#### **6. Voluntary contributions**

- 6.1 Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

**7. Monitoring, Evaluation and Review**

- 7.1 The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be reviewed by the Academy annually and will be promoted and implemented throughout the Academy.

## **Appendix**      Optional Extras

- 1.1 Charges may be made for some activities that are known as “optional extras” and include:-
- i. Education provided outside of Academy time that is not:
    - o Part of the National Curriculum;
    - o Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
    - o Part of religious education.
  - ii. Examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the Academy;
  - iii. Transport that is not required to take the pupil to Academy, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- 1.2 In calculating the cost of optional extras an amount may be included in relation to:
- i. Board and lodging for a pupil on a residential trip;
  - ii. Any materials, books, instruments, or equipment provided in connection with the optional extra;
  - iii. Non-teaching staff;
  - iv. Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and/or
  - v. The costs 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.
- 1.3 Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- 1.4 Furthermore, in cases where a small proportion of the activity takes place during Academy hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from Academy accompanying students on a residential trip.

- 1.5 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.