

Rose Wood Academy: Charging and Remissions Policy

Sections 449-462 of the Education Act 1996 sets out the law on charging for schools activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and UTCs) are required through their funding agreement to comply with the law on charging for school activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

Publication of Charges

This policy will be included on the Academy website and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Prohibition of Charges

The Governing Body of the school recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of materials, books, instruments or other equipment);
- education provided out of school hours if it is part of the National Curriculum, or part of a syllabus prescribed for a public examination that the pupil is being prepared for at school, or part of religious education;
- tuition for learning to play a musical instrument 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, or part of religious education;
- entry for a prescribed 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;
- supply teachers covering teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for the examination at the school;

Charges

Although the Academy actively seeks funding to support extra-curricular activities, charges may be made for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition, in limited circumstances;
- breakages and replacements as a result of damage caused wilfully or negligently by pupils
- extra curricular activities and after school clubs (at the school's discretion)
- community facilities;
- certain early years provision;
- optional extras (see below);

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Optional Extras

Charges may be made for some activities that are known as 'optional extras'; Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education that is provided outside of school time that is not;
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit – Robin Wood Centre (not exceeding the costs);

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of building and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra;

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will have a free Academy lunch entitlement.

The relevant support payments are:

- universal Credit in prescribes circumstances
- income Support
- income-based Jobseeker's 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) does not exceed £16,190 (Financial year 2013/14)
- guaranteed State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

Parents who are not charged for such activities will be asked to make a voluntary contribution towards transport.

A similar entitlement applies where the trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

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Voluntary Contributions

Nothing in legislation prevents a governing body or local authority from asking for voluntary contributions for the benefit of the local school/academy or any school activities. If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from any activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure that they make this clear to parents. If a parents is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parent must not be made to feel pressurised into paying as it is voluntary and not compulsory.

Parents may be invited to make a voluntary contribution, at the schools discretion, for the following:

- some educational visits/trips
- residential trips
- special events e.g. entertainment events
- some extra curricular clubs/visits

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge, in addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and no parent is under an obligation to pay
- the registered pupils at the school will be treated no differently according to whether or not their parent has made a contribution in answer to a request

The responsibility for determining the level of voluntary contribution requested is delegated to the Headteacher.