

# Charging and Remissions Policy

(Statutory)

Reviewed/Approved by Trustees' Resources Committee: 02.02.21

Review Cycle: Every Two Years

Review Date: Spring Term 2023

The Burgate School & Sixth Form recognises the valuable contribution which the wide range of additional activities, including trips, residential experiences and clubs, make towards all aspects of students' education. We would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of students of the school.

## Introduction

This policy has been compiled in line with DfE requirements and in accordance with sections 449-462 of the Education Act 1996 on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## Method of Payment

Payments should be made using the school gateway which can be accessed through the school website. If parents are unable, for any reason, to use the school gateway they should contact the Finance Office for assistance.

## Curriculum Based Activities and Voluntary Contributions

The Headteacher and the Board of Trustees have decided that curriculum based activities and trips taking place mainly during school hours will continue to be funded by voluntary contributions from the parents.

Parents will be informed in writing of the cost per student for each activity or trip. Whilst parents are under no obligation to contribute, it must be understood that an activity may have to be withdrawn if the voluntary contributions are not sufficient to cover the cost. The school will ensure this is made clear to parents. If a parent is unwilling or unable to pay, their child must be given an equal chance to go on the visit, and any available places will be allocated on a 'first come first served' basis. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

If the activity cannot be funded without voluntary contributions, the parents will be informed at the outset.

The letter inviting parents to make a voluntary contribution will give full details of the activity and its educational value.

### **Curriculum Based Residential Trips**

There will be a charge to cover the cost of board and lodging for curriculum based residential trips. The academy will inform parents about a forthcoming visit and make clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (*provided they are not entitled to Working Tax Credit and their annual income [as assessed by the Inland Revenue] does not exceed the most recent limit*)
- State Pension Credit, where the parent is in receipt of the guarantee credit
- Incapacity Benefit
- Widowed Parent's Allowance
- Other exceptional circumstances not falling within the criteria listed above

### **Charges for Trips Outside School Time/Extra-curricular (Evenings and Holidays)**

A charge will be levied for any activity which is regarded as an optional extra-curricular activity or trip undertaken on the basis of parental choice and on the understanding that parents will meet the charges that are made. The cost per student will be the actual cost divided by the number of students taking part and will include:

- travel costs
- board and lodging
- materials and other equipment required
- entrance fees
- non-teaching staff costs
- insurance costs
- the cost of teaching staff and instructors where they are engaged on a specific contract to provide the optional activity.
- Work Experience

### **Music Tuition**

Although the law states that all education provided during academy hours must be free, music lessons are an exception to this rule.

A charge will be levied for music instruction (individual/small group) during school hours and for classes arranged outside school hours for individual students or groups as an 'optional extra'. Instruction for certain public examinations in music (those not on the 'Prescribed List') and the examination fee will also be charged to parents. Remissions on these charges will be considered by the academy for students who are entitled to free school meals or in public care on an individual basis.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage or damage resulting from unacceptable behaviour, neglect or loss of academy property. This includes broken furniture or windows, damage to buildings or equipment, or the loss of books. The charge levied will be the cost of replacement or repair, or a lower

cost at the Headteacher's discretion. A charge will not be levied for damage or losses which are the result of genuine accidents.

A charge will be levied in respect of wilful damage or damage resulting from unacceptable behaviour, neglect or loss of property belonging to a third party, where the cost has been recharged to the academy. The charge levied will be the cost of replacement or repair, or a lower cost at the Headteacher's discretion. A charge will not be levied for damage or losses which are the result of genuine accidents.

### **Admissions**

The academy will not levy a charge for admissions applications.

### **Examination Entries**

A charge will be levied in respect of examination entries for students where the academy has not prepared the student for the examination e.g. music grade examinations.

A charge will be levied in respect of examination entries for students where the academy has prepared the student for the examination and

- it considers that for educational reasons the student should not be entered and the student's parent/guardian wishes the student to be entered (or student him/herself when over 18 years old).
- the students' attendance drops to less than 85% without exceptional (documented) evidence.

In these circumstances, if the student subsequently passes the examination, the academy may refund the cost.

A charge may be levied for students re-sitting an examination unless the resit is at the direction of the academy.

A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the academy paid or agreed to pay the entry fee.

### **Lettings**

The academy will make its facilities available to outside users at a charge that at least covers the cost of providing the facilities. The scale of the charges will be determined annually by the Community Partnership Committee. For further information on charges, please see the academy's website.

### **Other charges**

The academy may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

**Books and locker keys (Sixth Form):** we ask sixth form students for a non-returnable fee of £10 for a locker and padlock (for 2 years), this fee is used towards the maintenance and replacement of lockers. We also ask students for a returnable fee of £15 towards the cost of books. Students will be charged to replace a lost lanyard and ID card at cost. This will be deducted from the returnable deposit.

**Sixth Form Student Facilities (for 2 years):** we ask students to pay a non-returnable fee of £25 to provide extra social and student facilities.

**Work Experience (Year 10 and Lower Sixth) –** we ask for a £40 contribution to cover the administration fee charged by CSW Enterprise for each placement's Duty of Care check.

**Extra sports coaching:** these are provided by external, qualified instructors. Any charges made will not exceed the actual cost of providing the extra activity.

Extra sports clothing and gum shields: any charges made will not exceed the actual cost.

### **Materials and Textbooks**

The academy will provide the necessary text books (in some subjects additional revision guides are available for which a charge is made) and equipment which will be required by students whilst at the academy. Parents are expected to provide a suitable bag. A charge will be made for non-accidental breakages, to equipment and damaged/lost text books. Lost library books/text books/exercise books will be required to be replaced or a charge will be made for replacement.

Where parents and students have indicated in advance a wish to own the finished item produced as a result of art or design and technology, a charge may be levied to cover the cost of the materials used.

If materials are required that are not stocked by the Technology Department a charge may be made for materials, or materials/ingredients may be requested from home. Parents will be asked to provide ingredients for food technology lessons.

### **Refunds**

Where an activity makes an unexpected surplus the academy will consider making a refund if the surplus exceeds £10 per student. Surplus amounting to less than this will be used to support students in the future who have difficulty paying for academy trips or other academy activities.

We endeavour to provide the best value for money that we can whilst mitigating all the contingencies that running a trip entails. In the event of trips generating a surplus, any funds carried forward may be used at the school's discretion to subsidise trips which may have incurred losses, to enable disadvantaged students to engage with trips and visits, or otherwise to enhance learning in or out of the classroom, e.g. purchase of additional resources, subsidising other visits, etc.

### **School Fund**

School fund is an annual voluntary contribution by parents, which benefits all students by providing for a wide range of activities. It is collected by the academy and Gift Aid is claimed. The annual amount is £25.

### **Transport**

The academy will not charge for transporting registered students to or from the academy premises, where the local education authority has a statutory obligation to provide transport.

The academy will not charge for transport provided in connection with an educational (curriculum based) visit but will invite parents to make a voluntary contribution.

### **Remissions Policy**

If the parent of a student is in receipt of any of the following, charges in respect of board and lodging for residential visits will be remitted in full.

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (*provided they are not entitled to Working Tax Credit and their annual income [as assessed by The Inland Revenue] does not exceed the most recent limit*)
- State Pension Credit, where the parent is in receipt of the guarantee credit

- Incapacity Benefit
- Widowed Parent's Allowance
- Other exceptional circumstances not falling within the criteria listed above

The Headteacher or The Board of Trustees may reduce the cost in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

Any parent may apply for financial assistance towards costs of trips or activities and should do so in writing to the Headteacher – letters should confirm the activity to be supported and confirm the level of parental contribution that will be paid. Each case will be considered individually.

The Headteacher or The Board of Trustees may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

### **Additional Considerations**

The Board of Trustees 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 it will try to adhere to the following guidelines:

- where possible, publishing a list of visits (and their approximate cost) at the beginning of the academy year so that parents can plan ahead.
- a system for parents to pay in instalments.

### **Monitoring**

The academy's charging policy will be reviewed every two years by The Board of Trustees' resources committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: Chair of Trustees' Resources Committee