



# **THE APPLETON SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

Adopted by the Governing Body..... Date

Signature Chair of Governors .....

Nov 2020

# **CHARGING AND REMISSIONS POLICY**

## **THE APPLETON SCHOOL**

### **Introduction**

#### **Charging for activities connected with schools:**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. Unless it is part of an enrichment activity/day whereby a charge to cover costs will be made.

### **Voluntary contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activities which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/ carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

### **Charges for “finished products”**

Schools can make a charge to cover the costs of materials/ingredients for subjects such as Design or Food Technology where the parents have indicated in advance that they would like their child to bring home the finished product.

## **Residential trips**

Where a trip takes place either during term or school holidays, the School is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

## **Additional Costs:**

There may be additional costs on some residential trips (especially if the trip is outside school hours/days). These may include:

- Materials and other equipment
- Entrance fees; for e.g. to museums, theatres etc.
- Insurance costs

## **Instrumental Music tuition**

A charge may be made for instrumental music tuition for pupils, unless the pupil qualifies for a remission as detailed below.

## **Public Examinations**

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

## **Clothing**

Although no **compulsory** charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as School Uniform, PE kit and protective aprons.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the calculated costs incurred, divided by the total number of spaces allocated. There will be no levy on those who can pay to support those who cannot or will not.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Note:** Should a pupil withdraw from a trip; written confirmation is required. A refund will only be given if a replacement can be found and the full payment has been received by the replacement and the accounts finalized. Parents will also be liable for any outstanding amount the school may incur as a result of the pupil withdrawing from the trip. It may affect the pupil's participation in any future trips if payment is not made to cover any outstanding sum.

## **Remissions**

Pupils whose parents/carers are in receipt of the following support benefits will also be entitled to a remission of these charges:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Full remission of charges will be made for activities during normal school hours not involving an overnight stay.

Full remission of charges will be made for National Curriculum based activities outside normal school hours not involving an overnight stay.

A reduced remission of charges (max 50%) will apply to National Curriculum based residential activities.

There will be no remission of charges for activities outside school hours that do not form part of the National Curriculum.

The above remissions statements are only subject to the school continuing to receive Pupil Premium funding at the present rate or above.

## **Travel for Work Experience**

Full/part reimbursement will be considered only for those students who have fulfilled the requirements for the 6<sup>th</sup> Form Bursary provided they produce:

- Receipts/tickets for travel to and from the placement to the Finance Office.