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## CHARGING AND REMISSIONS POLICY

Version and Date		Action/Notes
V1		on website
V2	05 June 2018	added link to DfE advice May 2018
Review Date		05 June 2021

Review frequency: (governing body free to determine)

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher.

Legislation: Maintained schools - Education Act 1996, section 457.

Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The School Information (England) (Amendment) Regulations 2012.

<http://www.legislation.gov.uk/uksi/1999/2255/contents/made>

<http://www.legislation.gov.uk/uksi/2012/1124/made>

[https://www.gov.uk > ... > School trips and extracurricular activity](https://www.gov.uk/.../School-trips-and-extracurricular-activity)

### Purpose

We believe that: All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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.

## **Roles and responsibilities of Principal, other staff, governors**

The Principal, staff and governors will ensure that the following applies:

1. 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 school's curriculum
  - tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the school curriculum
  - 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 school curriculum
  - 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.

### 2. Activities for which charges may be made:

#### *a) Activities outside school hours*

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

#### *b) 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 Europa School UK 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 in 1 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.

#### *c) Music tuition*

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

*d) Voluntary Payments*

Voluntary payments will be sought for activities such as day and residential trips. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay.

Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.

Charges will 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 will/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.	None
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	Remission of fees available from the LA for children eligible under Category A below
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Clubs	Delivered by third Parties only	None

### 3. 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 given below.

#### Category A

Parents 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

Additional categories of parents may claim help with some costs in some circumstances

#### 4. 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 Europa School UK we will try to adhere to the following guidelines:

- all trips will be published at least one month in advance.
- 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.

#### **Supplementary Information**

##### Uniform, P.E. Kit, Calculators, Pens etc. Aprons

Parents can be invited to equip their child with items of personal equipment intended to be used solely by their child.

##### Breakages and Damage

Where a student's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the schools discretion.

##### **Arrangements for monitoring and evaluation**

The Finance and General Purposes Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

