



SETTLEBECK SCHOOL

Charging and Remissions Policy

2017/18

Adopted by the Governing Body on:

Approved by¹: _____

Date: 18th May 2018

Review Date²: Summer 2020

All Settlebeck School Policies are statutory and regularly reviewed by the Policies Committee of the Governing Body.

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1. Rationale

This policy has been formulated in accordance with the Department for Education (DFE) guidance; Charging for School Activities (October 2014).

2. Purpose

We believe that all our pupils should have an equal opportunity to benefit from Settlebeck School activities and visits (curricular and extra-curricular) independent of their parent's financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

3. Roles and Responsibilities

The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/carers will be considered by the Headteacher.

4. Implementation

4.1 Prohibition of Charges

4.1.1 Education

- An admission application to any state funded school (paragraph 1.9 (n) of the 'School Admissions Code 2012) prohibits requests for financial contributions to any part of the admissions process.
- Education provided during school hours, including the supply of materials, books, instruments or other equipment).
- Education provided outside of school hours if it is part of the national curriculum, or part of a syllabus for an approved examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil is being prepared for it at the school.

4.1.2 Transport

- Transporting registered pupils to and from the school premises, where the local education authority would have a statutory obligation to provide transport (within catchment or as agreed for pupils with SEND).
- Transporting register pupils to other premises where the Governing Body has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for the examination in school.
- Transport in connection with an educational trip. A voluntary contribution may be requested to help towards the cost of travel and/or other expenses associated with it.

4.1.3 School Meals

- There is no charge for pupils entitled to free school meals. Pupils who are not entitled to free school meals will be charged for this service.

4.2 Charges

4.2.1 Education

- Any materials, books, instruments or equipment where parents wish their child to own them.
- Optional extras (see 4.2.3)
- Music and vocal tuition (see 4.2.4)
- Community Facilities provided under Section 27 of the Education Act.
- To cover the cost of materials/ingredients for subjects such as design or food technology where pupils take their finished product home.

4.2.2 Transport

- Transport to and from school where the pupil lives outside of the catchment area.

4.2.3 Optional Extras

The Headteacher will decide when it is necessary to charge for optional activities and the levels of charge will be set annually by the Headteacher on recommendation of the Finance Committee. Any charge made in request of an individual pupils will not exceed the actual cost of providing the 'optional extra' activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras include:

- Education outside of school time that is not
 - Part of the national curriculum
 - Part of a syllabus for a prescribed examination that the pupil is being prepared for at school.
 - Part of religious education.
- Examination entry fees re-sits if the registered pupil has not been prepared by the school.
- Transport (other than transport to and from school for those living within catchment or for those with SEND transport).
- Boarding and Lodging on residential visits.
- Extra-curricular activities and school clubs.
- Breakages and replacements as a result of damages caused willfully or negligently by pupils.

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

- Any materials, books, instruments or equipment provided in connection with an optional extra.
- Cost of accommodation and meals on a residential visit.
- Non-teaching staff.
- Teaching staff engaged under contract for services purely to provide the optional extra.
- The cost or proportion of the costs for teaching staff employed to provide musical or vocational tuition where this is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Settlebeck School will need to have the agreement of parents before organising the provision of an optional extra activity where charges will be made.

4.2.4 Music Tuition

Settlebeck School follows government legislation that states that all education provided during school hours is free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus followed by the pupil.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size to play a musical instrument or sing. The cost of these lessons may depend on the size of group and the duration of the lesson.

Settlebeck School is dedicated to ensuring equal opportunities for all pupils including access to specialized music tuition, therefore charges for music tuition within school hours will be reduced or remitted for pupils on free school meals and/or in receipt of the Pupil Premium Grant.

4.2.5 Use of school facilities

A charge will be made for the following:

- School accommodation (see Lettings policy)
- External photocopying and printing.

4.2.6 Debt Recovery

The Governing Body authorises the Headteacher and the school to take all reasonable measures to collect debts as part of its management of public funds and in doing so, it will observe the relevant financial regulations and any other legal requirements. The school will follow set procedures to secure the collection of all debts. A decision to write off a debt will only be taken after all reasonable measures have been taken to recover it. Unless a decision to write off a debt is demonstrably a reasonable course of action, authorisation is in place to initiate legal or other action to recover debts. A formal record of any debts written of will be maintained and held for 7 years.

4.3 Remissions

The school will give consideration to the remission of charges for parents or carers who receive the following support payments:

- Universal Credit
- Income Support
- Income based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed 16,105 (2016-17 financial year).

Any family that needs assistance with charges are invited to apply to the Headteacher. Any discussions or decisions will be confidential.

5. Voluntary Contributions

Settlebeck School is legally allowed to ask for voluntary contributions for the benefit of the school or school activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding this will be made clear to parents/carers. If the activity is cancelled all monies paid will be returned to parents.

The protocol for voluntary contributions is:

- Parents will be invited to make voluntary contributions for school activities in and out of school hours for which compulsory charges cannot be levied but can only be provided if there is

sufficient voluntary funding, whilst ensuring no child is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.

- The term of any request made to parents will specify that the request or 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 a parent/carer is under no obligation to pay.
 - that registered pupils of the school will not be treated differently according to whether or not their parents have made contributions in response to the request.
- Voluntary contributions may be used to fund:
 - Travel
 - Cost of day trips
 - Materials and equipment
 - Entrance fees
 - Insurance costs

6 Review

This policy is formally reviewed by Policies Committee biannually.

A report is submitted to the Finance and Buildings Committee on a termly basis