



## CHARGING AND REMISSIONS POLICY

Date of Policy	April 2015
Date of Review	April 2017



## INTRODUCTION

- 1 The Education Act 1996 (S449-462) sets out the law on charging for school activities. In accordance with our Funding Agreement, Crofton Academy Trust is required to determine the charging and remissions policy required to address this legislation.
- 2 The Governing Body recognises the valuable contribution that a wide range of activities including school visits, afterschool clubs and residential experiences can make towards a students' personal and social education and aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional extras. However, it is appreciated that without some element of charging a number of educationally important activities at school would be severely restricted.
- 3 The following policy is drafted with regard to the parameters described in the Education Act 1996. Reference should also be made to the DfE updated guidance document 'Charging for school activities' - October 2014.

## CHARGING FOR SCHOOL TRIPS, VISITS AND ACTIVITIES

- 4 The general principle within the Act is that no charge will be made for any materials, books, instruments, equipment or transport in connection with education if the education is:
  - within school hours
  - required for the National Curriculum but out of school hours
  - for statutory religious education
  - for a prescribed public examination prepared for by the school
- 5 However, there are exceptions where the Academy can make charges. Charges **are** permitted under the Act to meet the costs of the following:
  - board and lodging on residential educational trips
  - non-educational trips
  - music tuition where the does not form part of the syllabus for a prescribed examination
  - materials/ingredients required to produce a finished product made in school where parents have agreed in advance that the finished article shall be owned by the parent or pupil
  - entering a student for a public examination against the wished of the school
  - re-marking an examination paper where the re-mark is requested by the parent or student
  - voluntary optional extras provided outside of school hours (or mainly out of school hours)
- 6 A voluntary contribution may, however, be requested for any specific visit or activity either inside or outside of school time. In all cases where voluntary contributions are requested parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute will not be

discriminated against and no individual student will be excluded from a visit or activity. As a last resort, if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity may have to be cancelled.

- 7 The Headteacher may, however, charge parents for board and lodging on residential visits when a visit is deemed to be an 'optional extra'. An optional extra:
- falls wholly or mainly outside of school hours
  - does not form part of the National Curriculum
  - is not part of a syllabus towards a prescribed public examination
  - is not in scope of statutory requirements relating to religious education

***Under the above definition a skiing trip during the school holidays would be an optional extra.***

- 8 The Headteacher should obtain the parents' agreement to meet the costs of an optional extra visit before it is planned in detail. Charging parents for an optional extra visit may **not** include an element of subsidy in respect of other pupils whose families do not meet the full charge.
- 9 Where voluntary contributions are asked for and/or trips or activities are deemed to be an optional extra, all costs relating to the trip or activity should be included. This will include transport, accommodation, meals, activities and staff costs (bringing supply staff in to cover lessons for the absent staff, and other associated expenses).
- 10 Where free places are allocated for staff, the extra 'incidental' costs, i.e. those not included in the 'free package' will be paid for by students, and thus should be added to the cost of the trip/activity.

## **REMISSIONS POLICY**

- 11 On **residential** visits that are not optional extras, or which take place during school hours, some parents, in receipt of certain state benefits, may have board and lodging costs remitted. Exemption from charges for Education Visits (residential) will be based upon entitlement to free school meals. All students in receipt of free school meals will not pay for their visits. The usual free school lunch entitlement verification should be applied when considering remission of these charges.
- 12 The following benefits may also exempt students from charges:
- Universal Credit, in prescribed circumstances
  - Income Support (IS)
  - Income Based Jobseekers Allowance (IBJSA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income as assessed by the Inland Revenue that does not exceed the limit set by HMRC
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance that was introduced in October 2008.

## WORK EXPERIENCE

- 13 Where a pupil is on Work Experience or Work Based Learning, the Governors will reimburse pupils, on request, the travel expenses where such placements are inside the Wakefield district, in line with the cost of a weekly/daily pass, providing that appropriate receipts are obtained and presented with reimbursement claims.

## MUSIC TUITION

- 14 Wakefield Music Services provide instrumental tuition to students during term time and collect fees directly from parents/carers. Furthermore, the Service will make a loan charge or sell instruments to parents in circumstances where students use those instruments at home.
- 15 The regulations in the Act make it clear that no charge may be made in respect of a pupil who is looked after by a Local Authority.

## EXAMINATIONS

- 16 The Academy provides free entry for prescribed public examinations for all students who are on the school register. The school **may** make a charge for examination fees in the following circumstances:

- examination re-sits (unless the decision to re-enter has been made by the school)
- entry to a prescribed public examination for which the school has not prepared the student
- where a student, with his / her parents' agreement, is entered for a public examination against the recommendations of the school
- where a student fails without good reason to complete the examination requirements

- 17 The school **will waive** the recovery of examination fees in certain circumstances. Examples of reasons accepted by the school are as follows: -

- Illness of the student confirmed by a medical certificate or where there is a valid reason known to the school
- Exclusion of the student from the school where the student was not asked to return for appropriate examinations
- Administrative error at the school
- Consideration of individual cases on their own merit

***NOTE: A charge as referred to in this document means a compulsory charge as opposed to a voluntary contribution. Charges must not exceed the cost and should be determined on the basis of each participating student***