



## CHARGING AND REMISSIONS POLICY

Date of Policy	February 2013
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## INTRODUCTION

- 1 Crofton Academy Governors are committed to the principle of free education for all pupils. The Governors also appreciate that without some element of charging a number of educationally important activities at school would be severely restricted. The Education Reform Act 1988 states that there is no statutory requirement to charge for any form of education or related activity but defines circumstances where charging is permitted at the discretion of the Governing Body.
- 2 The following policy statement is drafted with regard to the parameters described in the Education Reform Act 1988. No charges for school activities may be made to students or their parents except in accordance with this policy. The policy should be read in conjunction with the legal provisions of the Education Reform Act 1988.

## CHARGING FOR SCHOOL TRIPS, VISITS AND ACTIVITIES

- 3 In schools the education provided wholly or mainly during school hours is free. This means that the Headteacher may not impose a charge on parents for any visit that occurs during school hours. A voluntary contribution may, however, be asked for. 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. It is permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed or who are not able to contribute. In the last resort if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity may have to be cancelled.
- 4 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.***

- 5 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.
- 6 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).

- 7 Where free places are allocated for staff, the extra 'incidental' costs, ie 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**

- 8 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.
- 9 The following benefits may also exempt students from charges:
- 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.
- 10 The Tax Credit Award Notice issued by the Inland Revenue will be required in order to make an assessment. Section 457 of the Education Act states that parents in receipt of prescribed benefits or allowances is entitled to free board and lodging on a residential trip. The rules surrounding exemption from charges are complicated, thus each case has to be assessed on its own merits.

## **VOLUNTARY CONTRIBUTIONS**

- 11 Parents may be asked for voluntary contributions towards funding certain activities taking place wholly or mainly in the school day, for which no compulsory charge can in law be levied, but no child will be excluded from taking part in any activity by reason of the parents' unwillingness to pay. Unless a substantial subsidy from voluntary contribution is forthcoming from willing parents, the school is unlikely to be able to continue to offer the full range of activities currently available.

## **WORK EXPERIENCE**

- 12 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**

- 13 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.

## **MATERIALS**

- 14 There will be no charge for materials used in practical subjects, unless the parents have indicated in advance that they wish to own the end product, in which case an appropriate charge will be levied.
- 15 Governors may make reasonable requirements as to clothing eg school uniform and games kit. These requirements will be clearly defined in the School Prospectus.

## **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***