



**BURTON  
BOROUGH  
SCHOOL**

# Charges and Remissions Policy

<b>Policy Reviewer</b>	Sarah McElduff	<b>Date of Review</b>	Sept 2018
<b>Date discussed with Governors</b>	15 October 2018	<b>Date of next Review</b>	Summer 2019

DUE TO THE CURRENT BUILDING WORK GOVERNORS WILL REVIEW THIS POLICY AGAIN  
IN THE SUMMER TERM 2019

Key to Acronyms

LA	Local Authority
CLL	Community Learning Lesson

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **1. The Legal Position**

**a)** In general, no charge can be made for admitting pupils to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the *Education Reform Act 1988*. Guidance came in the *Circular 2/89, Education Reform Act 1988: Charges for School Activities*.

The Circular explains that:

*No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:*

- *within school hours;*
- *for the National Curriculum programme out-of-school hours;*
- *for statutory religious education; and*
- *for a prescribed public examination prepared for by the school.*

### **b) Examinations**

*No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the governing body or LA originally paid or agreed to pay the entry fee.*

*An examination entry fee may also be charged to parents if:*

- *the examination is on the set list, but the pupil was not prepared for it at the school;*
- *the examination is not on the set list, but the school arranges for the pupil to take it.*

### **c) Admission**

*No charge can be made in connection with admission to a maintained school.*

#### **d) Finished products**

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents must know the charge for the product in advance.

#### **e) Board and lodging**

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the Teachernet website at [www.teachnet.gov.uk](http://www.teachnet.gov.uk) see item 8

#### **f) Transport**

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

It is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours.

#### **g) Voluntary contributions**

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time. However, NO pupil may be excluded from the activity for not having paid the contribution.

The Principal and governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

#### **h) Permitted charges**

The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum); The Telford & Wrekin Music Service offer special reduction in fees for families entitled to FSM or in receipt of Working tax credits.

- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- the cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours; and
- re-sits of prescribed public examinations where no further preparation has been provided by the school.

In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

**i) Activities partly during school hours**

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

**- Non-Residential Activities:**

if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and

**- Residential Activities:**

the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

## **2. School Policy**

The law allows governing bodies to charge only for the defined activities if they have first made a policy on charging and remissions. This document will set out the intended charges in more detail.

Parents will be made aware of the policy, and where they can consult it. This requirement should be set out in each maintained school prospectus.

### **3. Third parties**

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the pupils taking part, as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Principal must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

### **4. The School Charging Policy**

As stated in Section 1, the Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

#### **a) Practical subjects**

- Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student. Parents will be requested to provide ingredients for Food Technology lessons

#### **b) Residential Trips**

- The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

#### **c) Activities outside School Hours**

- The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

#### **d) Sport**

- Students who are selected for County or regional matches or sports meetings are assisted on request. Fees are paid for entry to the above events.

#### **e) Breakages and fines**

Parents may be charged for damage to, or loss of school property caused wilfully or negligently by their child.

#### **f) Privilege Student Status Uniform**

Parents will be asked to purchase Privilege Status Uniform, such as a jumper or tie, at cost price from the school.

### **g) other charges**

Where items are purchased specifically for students to purchase for their own personal use such as Revision Guides, memory sticks, stationery etc. such items will be sold at cost price.

## **5. Voluntary Contributions**

The governing body reserves the right to ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

If however, there are not enough funds raised by voluntary contributions to cover the cost of the trip/activity, school reserves the right to cancel the trip/activity and refund any contributions made. An alternative activity will then be arranged.

## **6. Private Use of Facilities**

Private use of the telephone and photocopying facilities by pupils are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.

## **7. Remissions**

As advised in statutory guidance, parents of pupils who are in receipt of the following support payments and are currently on the 'Ever-six' list, will, in addition to having free school meals entitlement, may also be entitled to a partial, or in some circumstances full, remission of charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part V1 of the Immigration and Asylum Act 1999;
- Child tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190.
- Guaranteed State Pension Credit.
- *FSM entitlement also requires you or your partner to be working less than 16 hours per week*

When arranging a chargeable activity such parents will be invited to contact the Principal / Business Manager, in confidence, for the remission of charges in part or in full to be considered and they will make authorisation for such remission. The school reserves the right for remission and will be based on individual student academic need.

## 8. Cancellation and Refunds for School trips and Visits

### Cancellation – General

If you wish to cancel your child's place you will need to do the following:

- Submit your request to cancel in writing. Your letter should be addressed to the Trip Leaders
- Your initial deposit is **NON-REFUNDABLE** (unless the trip or visit is cancelled by the school)
- If you decide to cancel any time during the period after 6 weeks of paying your deposit and 10 weeks before you are due to travel you will lose 50% of the total cost of your holiday, or the amount already paid to the travel agent used, whichever is the greater.
- If you cancel after the above you will lose 100% of the total cost of your holiday
- If you have to cancel your child's place on a visit or trip due to medical grounds, your letter of cancellation **must** be accompanied by a letter from your GP explaining why your child can no longer attend. You may be entitled to a refund of ALL money you have paid to the school once the claim has been processed with our insurers.
- If you cancel for ANY other reason the normal cancellation procedures will apply

**PLEASE NOTE THAT THE ABOVE SCALE OF CHARGES IS NON-NEGOTIABLE AND IS SUBJECT TO THE TERMS AND CONDITIONS RELATING TO THE SCHOOL'S PAYMENT SCHEDULE FOR TRIPS AND VISITS.**

**Please note that any trips or visits that are organised through an external travel agency will be subject to the above procedures PLUS any costs incurred relating to the cancellation. Most companies will charge at least £25 administration costs (you will be advised of the exact amount) and this MUST be paid at the time of cancellation notification, if the trip/visit has been organised externally.**

The school will set out a payment plan which MUST be adhered to. You will be asked to sign to say that you agree with the terms and conditions of the payment plan and that you accept your child's place on the trip may be cancelled if you fail to meet the payment dates.

If the school decides to withdraw your child from the trip/visit due to unacceptable behaviour, the school reserve the right to withhold the non-refundable deposit, but also any monies paid towards the cost of the trip/visit UNLESS a replacement can be found and then the above general cancellation policy applies.

*Please note that every case will be judged on its merits and the school reserves the right to amend any of the above accordingly.*

## 9. Non- student related charges

### • Private Photocopying and Laser Printing

The following charges will apply irrespective of document size up to A3 maximum:

- Black and White 5p per copy
- Colour 10p per copy

At the discretion of the Business Manager large volumes may attract a slightly reduced charge.

### • Laminating

A charge of 30p per sheet will be made for up to a maximum of A3.

### • Binding

Charges for document binding will be:

- £2.00 per document

### • Lettings

Any request to hire the schools facilities is at the discretion of the school. The Governing Body have delegated this role to the Business Manager.

Use of teaching rooms by external agencies will be charged as follows:

▪ Main Hall	£15 per hour
▪ Music Room 3	£12.50 per hour
▪ Sports Hall	£33 per hour
▪ 4 badminton courts	£33 per hour
▪ 2 badminton courts	£18 per hour
▪ IT Classroom	£26.50 per hour
▪ Classroom	£10 per hour
▪ Football Pitch	£12 per hour
▪ Playing Field	£12 per hour
▪ Playing field and grids	£14 per hour
▪ Playground	£10 per hour
▪ Conference Room	£10 per hour

Private evening event in the Main Hall with the use of basic kitchen facilities for a maximum of 4 hours

(ie 7pm – 11pm)

£150

(setting up time is negotiable depending on previous bookings)

Charges for Charities and supported groups i.e. Guides, Scouts etc are available on request.

Any agreement to hire the school facilities will be done through a binding contract document, which will detail requirements for hirers to be covered by their own insurance and the action to be taken if school property is damaged as a result of hire.