



**Boroughbridge High School and King James's School Federation**

## **POLICY STATEMENT**

# **Charging & Remissions Policy**

Policy last reviewed (date)	January 2022
Ratified by Governors (date)	January 2022
Next policy review due (date)	January 2023
Due for review by Governors (date)	January 2023
Staff Lead	Director of Business Services

### **MISSION STATEMENT:**

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by recognising that a broad variety of additional activities, such as clubs, trips and residential experiences can make a valuable contribution to pupils' personal and social education.

### **Significant revisions since the last review:**

Updated to Federation policy.

## 1 INTRODUCTION

The Federation recognises that a broad variety of additional activities, such as clubs, trips and residential experiences can make a valuable contribution to pupils' personal and social education.

The Federation promotes and aims to provide a wide range of activities as part of the school's broad and balanced curriculum, along with additional optional activities.

The purpose of this Policy is to ensure that there is clarity over the items that both schools will provide free of charge, items or circumstances where voluntary contributions will be requested from parents/carers, and what support is available to parents/carers on low incomes and/or in receipt of benefits. This Policy has been informed by the LA policy and the DfE guidance.

The individual schools' Headteachers will ensure that staff are familiar with and correctly apply the Policy. The Governors' will review the Policy every three years.

## 2 CHARGING PRINCIPLES

### During the School Day:

2.1 During the school day, all activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Excluded are charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school
- the examination is not on the set list but we arrange for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee

The schools may ask that pupils purchase start-up equipment and consumables for some qualifications: Digital Photography, Art and Technology. These personal purchases are necessary for the production of portfolio work. The purchases may be made at cost through school or from other suppliers. Where pupils are unable to meet the costs of these essential materials, they should contact the school.

2.2 Voluntary contributions may be sought for activities during the school day which entail additional costs (e.g. field trips). In these circumstances, no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.

2.3 From time to time a non-school based organisation may be invited to arrange an activity during the school day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

### **Optional Activities Outside of the School Day**

- 2.4 The schools will charge for optional, extra activities provided outside of the school day eg. theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **Education Partly During the School Day**

- 2.5 If 50% or more of a non-residential activity happens within the school day, there will be no charge; but if more than 50% of the time to be spent on the activity falls outside of the normal school day then charges will be made. When such activities are arranged, parents/carers will be told how the charges were calculated.

### **Residentials**

- 2.6 Charges will be made for board and lodging, except for pupils whose parents/carers can prove that they are in receipt of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided no entitlement to Working Tax Credit and an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after stopped qualifying for Working Tax Credit
- Universal Credit - if applied for on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any benefits)

Children who get paid these benefits directly, instead of through a parent/carer, can also get free school meals.

- 2.7 Other charges will be made to cover costs when the number of school sessions missed by the pupil totals 50% or more of the number of half-days taken up by the activity. In such cases, parents/carers will be told how the charges were calculated.

### **Music Tuition**

- 2.8 No charges for music tuition will be made if the teaching is an essential part of the national curriculum; is provided under the first access to KS2 Instrumental and Vocal Tuition Programme; or for pupils who are looked after by an external provider.

### 3 CALCULATING CHARGES

- 3.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.
- 3.2 Support for cases of hardship will come through voluntary contributions and fundraising. Parents/carers who would qualify for support are those who are in receipt of eligible benefits, or in other cases at the discretion of the school's Headteacher.

### 4 REMISSIONS

#### Music Tuition

- 4.1 In cases of hardship the Governors' will consider, in their absolute discretion, the remission of fees (either in full or in part) applied by external providers, for those pupils who they consider will benefit from such tuition.