

5.1d Charging and Remissions Policy

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Statement of intent

Wigmore School Academy Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Basic Principles

1.1. This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governors' Handbook'
- 'Our Funding Agreement'
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2. Charging for Education

We will not charge parents for:

- Admission applications
- Education provided during the school hours
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sits, if the pupil is being prepared for the re-sits at the school

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional Extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Examination fees

4.1. We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged 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 LA originally paid or agreed to pay the fee.

5. Examination re-sits

5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

6. Voluntary Contributions

We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity because his or her parents cannot make a voluntary contribution, their child will still be given an equal opportunity to take part in the activity. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

If insufficient voluntary contributions are raised to fund an activity, the activity will be cancelled.

7. Breakfast Club and After School Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

8. Nursery

The School will charge parents for this service, and the scale of charges will be approved by the Governing Body on an annual basis.

9. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Resources Committee.

10. Music tuition

11.1 Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

11.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

11. Transport

10.1 We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided for an educational visit.

12. Damaged or lost items

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

13. Remissions

The Head Teacher, School Business Manager, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher, School Business Manager or Governing Body may choose to levy charges in respect of a particular

activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. Funding is limited and there is no guarantee that all requests can be met. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

To request assistance, parents should contact the School Business Manager via the School Office.

14. Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges.

15. Other charges

The Head Teacher, School Business Manager, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

16. Exceptions

The Head Teacher, School Business Manager, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

17. Scale of Charges

These will be approved by the Governing Body on an annual basis.

Person Responsible	Alison MacArthur
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