

# IES BRECKLAND

## CHARGES AND REMISSIONS POLICY

Approved by the Governing Body  
Chair of Governors:



Reviewed October 2015

## **INTRODUCTION**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards student's personal and social education. It aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

## **CHARGES**

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **1. Visits**

- a) General matters
  - i. The School is permitted to charge for the provision of educational services by a third party; the School will ensure that the monies are paid directly to the third party organisation.
  - ii. If the activity is in school time, the School will formally grant leave of absence to the students taking part, as the activity would no longer technically be part of the School's official programme.
  - iii. 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.
- b) Visits during the school day - Parents cannot be asked for a compulsory payment for any visit that is taking place during a normal school day. Voluntary payments (including full staff costs) can be requested but if the visit proceeds, students wishing to go but whose parents are not prepared to pay, must be allowed to attend. They cannot be subsidised by other parents. This will probably mean that insufficient funds will be available and the member of staff involved will seek additional funding from the Principal. If this is not possible, the trip must be cancelled.
- c) Optional extra visits out of school time - These are visits where at least half of the time for the trip is out of normal school hours. Here the parents can be asked to meet the full cost of the

trip. This compulsory payment cannot include subsidising students unable to pay and staff costs. Staff costs are to be met on a voluntary basis but the visit will not proceed unless these costs are met in full.

- d) Residential visits including visits abroad - Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodging for the student can be passed on to parents. This cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that s/he is willing to pay. The cost of staff accommodation, insurance and transport must be obtained by voluntary payments if the trip is to go ahead.
- e) Recovery of sums payable by parents - Any sums payable by parents e.g. for wasted examination fees, for optional extras to which they have agreed, or for board and lodging, are recoverable as a civil debt.
- f) Breakages and fines - Parents will be charged for the cost of replacing damaged or lost equipment where appropriate.
- g) Transport - Where a student makes use of transport not provided by the School to travel direct from home to an activity sanctioned, though not provided, by the local authority or the School, then parents will be expected to meet the costs of such travel.

## **2. Practical Subjects**

In practical subjects, so that students may experience a wide range of activities and develop essential basic skills, a number of items will be made either to take home and keep or to consume on the premises. Therefore, a letter will be sent to all parents at the beginning of the school year, and to parents of students admitted during the school year, asking them to make a voluntary contribution for materials and equipment used in this way. 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.

## **3. Music Tuition**

Charges are normally applied to practical instrumental lessons held during the school day. (Full details are available from the Music Department at the School). Those students who are in receipt of (or registered for) 'Free School Meals' will not receive a charge. Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination

course within the school's curriculum. The decision about charges for instrumental music tuition will be revised annually and parents informed.

#### **4. Examination Fees**

Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent. The duty of deciding which examinations a student should enter and for informing parents about this, will be the responsibility of the Principal.

#### **5. School Minibus Travel**

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. A permit is not required if no charge is made in cash or kind. The County Council supplies permits for school minibuses. Any charges made may be used to recover some or all of the costs of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the school's other running costs or for charitable purposes. A charge is any payment in cash or kind (for example a club subscription) by or on behalf of a person that gives him/her a right to be carried.

#### **6. General**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. However, the Governing Body will ensure that no charges are applied, when they have been prohibited by legislation.

#### **REMISSIONS**

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- i. Income Support;
- ii. Income-based Jobseeker's Allowance;
- iii. Support under Part VI of the Immigration and Asylum Act 1999;
- iv. Child Tax Credit (not Working Tax Credit).

In other circumstances, there may be cases of family hardship, which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in

full. Authorisation of remission will be made by the Principal and in consultation with the Chair of Governors.

### **MONITORING AND REVIEW**

The Principal will monitor the policy in liaison with the Business Manager and report on the policy to the Governing Body.

The Governing Body will review the policy every two years.