

**CHARGING AND REMISSIONS POLICY**

**1. Admissions**

No charge is made for admissions.

**2. School Meals**

No charge is made for children who are entitled to free school meals. Students who are not entitled to free school meals will be charged a set amount £2.70 per day for 2020/21 this is decided on advice from the Catering Manager and approval from the Business and Welfare Committee.

**3. Public Examinations**

No charge is made for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from that student's parents/carers, including re-sits.

**4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

- No charge is made for activities during school hours with the exception of music tuition (section 8).
- There is no charge for transport during school hours to school-organised activities.
- We may charge for:
  - Books and materials that the parent/carer wishes the child to keep (the cost will be made clear to parents/carers before charge).
  - Optional extras (section 5).
  - Music or vocal tuition (section 8).

**5. Activities that take place outside of school hours (non-residential)**

No charge is made for activities that take place outside of school hours when they are:

- Part of the set curriculum, including sports matches against other schools.
- Part of the syllabus for a public examination that the student is being prepared for by the school.

Optional extras:

The school will charge for optional extras. These are:

- Education provided outside of school time that is not:
  - a) Part of the National Curriculum.
  - b) Part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- Board and lodging for a student on a residential visit.

The cost of optional extras:

- The Principal will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Principal on the recommendation of the Business and Welfare Committee. The charges, when determined, will be published on the school's website and appended to this policy.
- Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (section 12).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

## **7. Residential activities**

The school may not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.

The school may charge for:

- Board and lodging: When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents/carers who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

- Travel: charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.
- Activities: the school may charge for residential activities that fall outside of school hours (see section 5).

## 8. **Music tuition within school hours**

Biddenham School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Biddenham School is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for students on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## 9. **Extended Services**

Biddenham School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities.

High-quality learning opportunities either side of the school day. Ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services).

- Ways of increasing student engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise others.

## 10. **Damage to property and breakages**

- Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.
- Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

- Whether or not these charges will be made will be decided by the ~~Headteacher~~ and dependent on the situation.

## 11. **Chromebooks**

The school may charge for repairs to damaged Chromebooks.

## 12. **Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support.
- Income based Job-seekers Allowance.
- Child Tax Credit (where the person is not receiving Working Tax Credit as well).
- Support under part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Principal and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Governing body and Principal..

## 13. **Voluntary Contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

## 14. **Inability or unwillingness to pay**

Biddenham School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents/carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of a child's parents/carers who did not or could not make the payment, will not be disclosed under any circumstances.

Date of Next Review: November **2022**