Charging and Remissions Policy

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1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the framework within which Schools may charge for educational activities, which are not required to be provided by the school free of charge. This Policy ensures the Trust meets its legal duties and charitable purposes effectively and ensures that it is transparent and clear when charges may be payable for school activities and school visits and to explain under what circumstances these charges may be waived or reduced (*remitted*).

This Policy does not apply to the charging of fees for boarding at Steyning Grammar School under the Boarding Fees Payment Policy and Undertaking.

2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

- Sections 449-462 of the Education Act 1996
- DfE Charging for school activities guidance
- Academy Trust Handbook

This policy also complies with our funding agreement and articles of association.

3. Definitions

Remitted means when charges due and payable under this policy are waived or reduced

Charge means a fee payable for specifically defined activities

4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, and meet our duties under the Equality Act 2010.

5. Roles and Responsibilities

5.1 All Staff

All staff are responsible for implementing the charging and remissions policy consistently. All staff are responsible for notifying the head of school of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

5.2 Trust Board

The Trust board has overall responsibility for approving the charging and remissions policy. The Trust board also has overall responsibility for monitoring the implementation of this policy.

5.3 CEO
The CEO has responsibility to implement this policy across the Trust.

5.4 Heads of Schools
The Heads of Schools are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

6. Provisions
6.1 Where charges cannot be made
Below we set out what we **cannot** charge for:
6.1.1 Education
- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination resit(s) if the student is being prepared for the resits(s) at the school (see section 7)

6.1.2 Transport
- Transporting registered students to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered students to other premises where the Trustee Board or LA has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for the examination at the school
- Transport provided in connection with an educational visit

6.1.3 Residential visits
- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the school
    - Religious Education
    - Supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit.

6.2 Charging

Educational activities will be available to all eligible students, but inclusion may be dependent upon compliance with each School's policies, including the Behaviour Policy.

Below we set out what we **can** charge for:

The School may charge at cost for all activities which are not otherwise provided free of charge as part of the School's statutory duties to do so, including:

6.2.1 Education

- Any materials, books, ingredients, instruments or equipment, where the child's parent/carer wishes the child to own them. Any finished product is owned by the School if no payment has been received.
- Optional extras (see section 6.2.2)
- Music and vocal tuition (see section 6.2.3)
- Certain early years provision
- Community facilities
- Examination resits(s) if the student is being prepared for the re-sit(s) at the school and the student fails, without good reason, to meet any examination requirement for a syllabus (see section 7)

6.2.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the LA or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.2.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is at the request of the student's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

6.2.4 Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.3 Notice

Where possible, parents and carers will be given adequate notice of future activities for which a charge will be made or for which a contribution will be requested. Arrangements will be made for payment by instalments when appropriate.

6.4 Choice

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges.

6.5 Additional areas

In addition to charges affecting students, there are a number of other areas where charges are applied, and these are listed in the attached schedule.

7. Remission of Charges

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

1. income Support
2. income-based Jobseeker's Allowance
3. income-related Employment and Support Allowance
4. support under Part VI of the Immigration and Asylum Act 1999
5. the guaranteed element of Pension Credit
6. Child Tax Credit (provided there is not also an entitlement to Working Tax Credit and the household (as determined by HMRC) does not have an annual gross income of no more than £16,190 (24/25 financial year as varied from time to time by HMRC))
7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
8. Universal Credit – if the household income (as determined by HMRC) is less than £7,400 a year (24/25 financial year after tax and not including any benefits parents or carers receive, in each case as varied from time to time by HMRC)

7.1 Voluntary contributions

Voluntary contributions may be invited for activities for which no charge can legally be made. If insufficient contributions are raised to fund the activity or the school cannot fund it from its own resources, then it may be cancelled. This condition must be made clear to parents and carers.

7.2 Hardship

A School may take particular account of students whose families are suffering exceptional hardship or the particular circumstances of the student or activity. Decisions will be made on educational grounds.

8. Examinations

The School will pay for a single entry per subject as charged for students officially entered at a particular level by the School in subjects for which the School has prepared the student. Any additional entries, entry at any other level, or entry in an examination not recommended by the School must be paid for by the parents. If payment is not received, the student will not be entered.

All costs incurred where students have been entered by the school but have not been prepared for the examination by the School and are, therefore, merely acting as a centre for the student's convenience, will be charged to the parents. If payment is not received, the student will not be entered.

All costs incurred where students are tutored/entered for non-regulation public examinations, e.g. music, dance etc, will be charged to the parents.

The School reserves the right to charge parents/carers for examinations for which the Examining Board is unable to confer a grade, due to the failure of the student to sit the examination or complete the

coursework or other requirements. Absence validated by a doctor's certificate will be accepted and reimbursement will not then be requested.

The School reserves the right to charge parents or carers for re-sit examinations.
Where debts are owing to the School from any parent/carer, the School reserves the right not to pay for any re-sit, or not to enter the student for any other examination not recommended by the School or any examination which is a non-public examination.

Should parents or carers wish to challenge the grade awarded in a public examination against the advice of the school, they will have to meet all costs involved.

The Examination Officer is responsible for ensuring that fees are collected for exams for which the school is not liable to pay (see Section 5)

9. Breakages/Damage to School Property

Parents or carers will be charged for the cost of repairing/replacing school property (books, furniture, etc) or buildings (windows, doors, etc) damaged or defaced as a result of their child's behaviour.
Where parents or carers are unable or unwilling to pay, students may be asked to 'work' after school to repay the cost.

10. Insurance

The cost of insurance cover for visits is paid by the School. Parents are not charged for this.

11. Trips and Visits

All trips are managed on a dedicated software programme that maintains records of all students due to attend and all payments received.

Income is received into a dedicated bank account that is monitored by the School Finance Officer and BET Finance.

The trip organiser is responsible for ensuring that receipts cover costs for all trips and visits where a charge is payable. Charges for trips will normally cover the full operational costs of the activities, including external instructors or specialist teachers, premises costs, transport and other associated charges. The charges may not include the cost of supply cover for teachers.

12. Monitoring provisions

The CFOO monitors charges and remissions, and ensures these comply with this policy.

The Finance Committee will review this policy at least every two years.

Appendix 1 - Fees

Item	Notes	Charge
GCSE texts for English LIteracture	Year 9 - An Inspector Calls Year 10 - Macbeth and A Christmas Carol	£5-8 per text but offered at reduced price on School Gateway through English team at appropriate point
Dance T-shirt	From Icon directly, optional	
Art materials	Voluntary contribution to cover costs of additional materials required for construction of pieces	£10 per year to
KS4 D&T **A4 folder or case** **Materials**	Students are expected to source their own to carry sketches and design work to and from school Any materials over and above what we would normally have here in school used in their final project. As well as any pre existing products they want to use in their designs.	As an example, Tesco box folder £2.50
KS 3 Food **Ingredients for cooking in food lessons**	Ingredients for cooking in food lessons that they can then take their products home at the end of the day to enjoy with the family.	As shared for recipe
KS4 Hospitality and Catering **Ingredients for cooking in food lessons**	Ingredients for cooking in food lessons that they can then take their products home at the end of the day to enjoy with the family.	As shared for recipe
Instrumental	Students pay fees directly to individual peripatetic music teachers	
Year 10 geography, field trip costs	Cost for coaches to support with completion of field trip as essential part of GCSE course	Around £20/ student
LAMDA lessons	Students pay fees directly to LAMDA teacher	