



THE SOUTHFIELD GRANGE TRUST

one trust one community

CHARGING AND REMISSIONS POLICY

Approved: April 2018

Review due: April 2020

CHARGING AND REMISSIONS POLICY

Policy Statement

The 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 and enrichment activities (curricular and extra-curricular).

This policy should be read in conjunction with The Trust's Bursary and Hardship Policies.

Legal Framework

This policy will have consideration for, and be compliant 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 (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'
- 'Our Funding Agreement'

Charging for Education

The Trust will not charge parents/guardians/carers for:

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, 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/guardian/carer.
- 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.

2. Transport

- 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.

3. Residential visits

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

Where charging is permitted

The Trust may charge parents/guardians/carers for

1. Any materials, books, instruments or equipment, where the child's parent / guardian/carer wishes him or her to own them
2. Optional extras (see below)
3. Music and vocal tuition, in limited circumstances
4. Residential visits
5. Examinations

Optional Extras

The Trust is able to charge for activities known as 'optional extras'. The following are optional extras:

- a) 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, or part of religious education.
- b) Examination entry fees where the pupil has not been prepared for the examinations at the school.
- c) Transport, other than that arranged by the LA for the pupil to be provided with education.
- d) Board and lodging for a pupil on a residential visit.
- e) Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, the school will only consider 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.

Music tuition

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/guardians/carers.

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

Residential visits

The Trust may charge for board and lodging, but the charge will not exceed the actual cost.

Examination fees and examination re-sits

The Trust 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.
- 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.
- 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.

Other charges that may be imposed

The Trust reserves the right to charge parents/guardians/carers for:

- Wilful damage to school property, or misuse or loss of books and equipment
- Use of school facilities e.g telephone calls/private photocopying
- Costs made against The Trust due to financial processes resulting from returned parental cheques or late payments

Voluntary contributions

The Trust may, from time-to-time, 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/guardians/carers at the outset. We will also make it clear that there is no obligation for parents/guardians/carers to contribute, and notify parents whether assistance is available.

No pupil will be excluded from an activity simply because their parents/guardians/carers are unwilling or unable to pay. If a parent/guardian/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Remissions

The Trust has a 16-19 Bursary Fund Policy which exists to enable students to continue with their education and reduce financial barriers to learning, including through participation in activities. The Bursary Fund may be used to pay for visits/activities for post 16 students.

In addition, The Trust has set aside a small fund named the Hardship Fund, to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Further information is detailed in The Trust's Hardship Policy.