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This policy applies to the whole of CfBT Schools Trust (CST), including all schools.

Policy: Charging and remissions

Status and publication

This policy is required by law. It is available on the school website and can be made available in large print or other accessible formats if required.

Aims of this policy

CfBT Schools Trust (CST) believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This policy sets out what the school will and will not charge for as well as setting out what remissions are available for parents.

The policy has been informed by Department of Education guidance: '*Charging for School Activities*'. Sections 449-462 of the Education Act 1996 and related regulations set out the law on charging for activities in schools.

Relationship to other school policies

The policy complements the school's **Equality Policy, Curriculum Policy, Educational Visits Policy and Teaching and Learning Policy.**

Charges

No pupil should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

No charges will be made for

- Any admission applications for a place at the school.
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.

- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or for first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*.
- Entry for a public examination on the National Curriculum.
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the school has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

Charges which may be made

- **Activities outside school hours**

Non-residential activities which take place outside school hours (other than those listed in 4.1 above), but only if the majority of the time spent on that activity takes place outside school hours (see section 5 below).

- **Residential activities – remission may be available (see section 7 below)**

Board and lodging costs of overnight school trips. However, pupils whose parents are in receipt of certain benefits (see section 7 below) may not be charged for board and lodging costs. When any trip is arranged, parents will be notified of the policy for allocating places.

- **Music tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day.

Charges will only be made if the teaching is not an essential part of either the National Curriculum, part of the syllabus for a public examination or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities) and is provided at the request of the pupil's parent.

We will not charge if the pupil is a Looked After Child.

- **Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them**
- **Optional extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment as well as for staff in some circumstances.

Optional extras are 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.

- **Examination entry fees**

No charge may be made for entering pupils for public examinations that are on the National Curriculum or for entry to a prescribed public examination if the pupil has been prepared for it at the school. However, an examination entry fee may be charged to parents if:

- the pupil was not prepared for the examination at the school
- the examination is not on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails, without good reason, to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.

- **Certain early years provision**
- **Community facilities.**

Activities partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50 per cent or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50 per cent of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Voluntary contributions

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

Where there aren't enough voluntary contributions to make the activity possible, and there's no other way to get funds, then the activity will be cancelled.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, CST has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Set out below are the circumstances in which charges will be waived.

Parents in receipt of the following qualify for remission against the specified charges.

- Universal Credit in prescribed circumstances.
- Income Support or Income-Related Employment and Support Allowance.
- Income-based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension Credit.
- an income related employment and support allowance that was introduced on 27 October 2008.

Procedures for complaints regarding the implementation of the policy

The policy for complaints of this sort is outlined in the school's CST Complaints Policy, which should be consulted prior to any complaint being made.

Arrangements for monitoring, evaluation and review

Local Governing Bodies will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.