

John Colet School
Charging and Remissions Policy for Educational Activities

Date policy was agreed	November 2018
Date Equalities impact assessment completed	June 2011
Date policy was reviewed	October 2018
Date reviewed by Governor Advisor	October 2018
Date reviewed by the Governors	November 2018
Governors body responsible for the review	FP&GP Committee
Senior Leadership Team Member accountable for writing and reviewing the policy	Head of Finance and Business

Consultants: School Governor, Mr P Harty (Headteacher),

Guidance and Legislation

DfE (May 2018) Charging for school activities,

<https://www.gov.uk/government/publications/charging-for-school-activities>

The Key for School Leaders

Monitoring and Reviewing

This policy will be formally reviewed every 3 years and/or when regulations change.

Ongoing monitoring of actions and impacts/outcomes will be as follows:

- Feedback within school via email and staff briefings
- Report to the governors FP&GP committee

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

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

There are two types of financial contributions for which parent/carers can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Voluntary Contributions

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise parent/carers of students who are unwilling or unable to pay the charges made, to cover the cost of cover for accompanying teachers and to pay the travel and accommodation costs of accompanying teachers or adults.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that students will not be treated differently according to whether or not their parent/carers have made any contribution in response to the request

or invitation.

Permitted Charges

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

Materials & Textbooks

Where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. If a student wishes to write notes in a textbook then a charge can be made for the cost of the book.

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parent/carers cannot include any cost added to subsidise parent/carers of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

A day visit is in school hours if 50% or more of the total time (including travelling) occurs in school hours. School hours do not include the normal midday break.

A residential visit is in school hours if the number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel). A school session equates to a registration session (i.e. 2 per day). A half-day is a 12 hour period ending at midday or midnight.

Extended day services offered to pupils (eg. breakfast clubs, after-school clubs and supervised homework sessions).

Examination Entries

A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination, for example resit examinations or where the student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old).

A charge will be levied where a student fails without good reason to complete the

requirements of any public examination where the school paid or agreed to pay the entry fee.

Work Experience

The school will pay for the cost equivalent to a one week placement in Aylesbury for each student. Parents/carers will need to pay any additional costs due to the type of placement(s) their child goes on.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually and approved by the Finance Committee.

Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parent/carers of a student who is eligible for free school lunch or pupil premium funding shall receive a complete or partial remission of any charges that would otherwise be payable in respect of board or lodgings.

Where charges are to be made by the governing body for optional extras, parent/carers will not receive a remission of the charge.