



# Castle Donington College

## Charging and Remissions Policy

Policy agreed by Governing Body

15<sup>th</sup> May 2017

Date for review

May 2020

*This College follows Guidance and Advice given by the Government when writing policies; in light of this, changes may need to be made after the adoption of this policy and prior to the review date*

The staff and Governors of Castle Donington College believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' or carers' financial means.

The purpose of this Policy is to help the Governing Body, SLT, staff, parents or carers understand the charging and remission for activities and visits at Castle Donington College

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.

The policy identifies activities for which:

- charges will not be made
- charges will be made
- charges may be waived

## **1. Charging for College Activities**

Castle Donington College **will not** charge for:

- any part of the admissions process
- 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 religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parents or carers
- entry for a prescribed public examination, if the pupil has been prepared for it at the College
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents or carers.

Castle Donington College **can** charge for:

- any materials, books, instruments, or equipment, where the pupil's parents or carers wishes him/her to own them. For example, pupils' work in Design and Technology
- music and vocal tuition where the tuition is provided at the request of the pupil's parents or carers
- Optional Extras (see below)

## 2. 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. Optional Extras are:

- education provided outside of school hours that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the pupil to College or to other premises where the College have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

In 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 venue hire and accommodation
- non-teaching staff and teaching staff engaged under contracts for services purely to provide an Optional Extra, this includes supply teachers engaged specifically to provide the Optional Extra

Any charge made in respect of individual pupils must not exceed the actual cost of providing the Optional Extra activity, divided equally by the number of pupils participating. The charge must not therefore include an element of subsidy for any other pupils wishing to participate in the activity, whose parents or carers are unwilling or unable to pay the full charge.

Participation in any Optional Extra activity will be on the basis of parents or carers choice and a willingness to meet the charges. Agreement by parents or carers is therefore a necessary prerequisite for the provision of an Optional Extra where charges will be made.

## 3. Voluntary Contributions

Separately from the matter of charging, the College may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests from the

College for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents or carers who do not make such contributions will be treated no differently from those who have. No child will be excluded from an activity because parents or carers are unable to pay.

However,

- If insufficient contributions are raised, the trip or activity may have to be cancelled
- If a parent or carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit
- If the activity cannot be funded without voluntary contributions the parents or carers will be notified of this from the outset

The Governing Body has agreed that individual requests for financial assistance will be assessed on a case by case basis for a pupil who wishes to participate in an activity requiring a voluntary contribution. Any parent or carer of a pupil, who wishes to participate in an activity and is unable to meet the cost of the activity, must contact the Business Manager to agree possible ways forward (see 5. Remissions).

#### **4. Residential Visits**

For residential trips deemed to take place during College time, no charges may be made for any part of the trip other than for the board and lodging costs of that trip.

For residential trips deemed to take place outside school time charges may be made.

##### **Is a residential trip in or out of school time?**

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### **5. Remissions**

In order to remove financial barriers from disadvantaged pupils, the Governing Body 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 or carers in particular circumstances.

Parents or carers who can prove they are in receipt of the following benefits should contact the Business Manager to agree a way forward:

- Income Support

- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income that does not exceed the current threshold)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Possible ways forward may include an option to extend the payment period or reduce the contribution. To waive the cost for parents or carers in receipt of Free School Meals, agreement will have to be sought from the Principal.

## **6. Charges for non-accidental damage to school property or the property of others**

Parents or carers of pupils who have been responsible for non-accidental damage to College property will be asked to cover the cost or part cost of repair or replacement on a sliding scale at the discretion of the Governors/Principal.