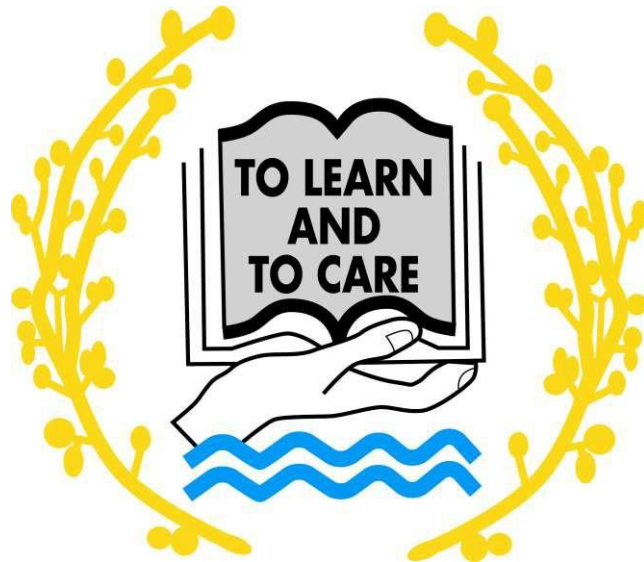


The Bromfords School and Sixth Form College



CHARGING AND REMISSIONS POLICY

Amendments made to list of benefits under "Residential Visits"

The Education Act 1996 sets out the law on charging for school activities, materials and services and includes academies who comply with this act through their funding agreement.

This policy summarises the charges that The Bromfords School and Sixth Form College will make for school activities, school visits and the occasions where those charges will be remitted.

The Bromfords School and Sixth Form College will ensure that the school informs parents on low incomes and in receipt of Universal Credits what support is available to them when being asked for contributions towards the cost of school visits.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. This policy complies with our funding agreement and articles of association.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Charging

Education

The School **cannot** charge for:

- an admission application;
- 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 Curriculum¹, or part of a syllabus for a prescribed public examination that the student 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 parent
- first entry for a prescribed public examination, if the student has been prepared for it at the school; and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the re-sit fee can be recovered from the student's parents/carers.

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the students' parent/carer wishes him/ her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- examination entry fee(s) when the student fails to attend, except in the case of a proven sickness, will be recovered from the student's parent/carer;
- the letting of the school's premises as a community facility.

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 time that is not; part of the National Curriculum, part of the syllabus for a prescribed public examination or part of religious education;
- student transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; board and lodging for a student on a residential visit.

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;
- 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).

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include any element of subsidy for other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a **small** proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those students who do not wish to participate. Whilst calculating the cost of a trip a charge will be made for supply teachers to cover those teachers who are absent from school accompanying students on a trip.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. The School will make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The School will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions to school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**.

Residential Visits

Schools **cannot** charge for:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education; and

The School **can** charge for:

- board and lodging although the charge must not exceed the actual cost;
- the cost of transportation to the residential location.

When the school informs parents about a forthcoming visit, the school should make it clear that parents who can prove they are in receipt of Universal Credit that they will be exempt from paying the cost **of board and lodging**:

Transport

Schools **cannot** charge for:

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school

'Finished Products'

A charge may be levied to cover the cost of materials/ingredients for subjects such as design, food or technology where parents have indicated in advance they would like their child to bring home the finished product.

General Notes

7.1 Damage and Replacement:

Charges may be made by the school for breakages as well as defaced or damaged text books or any other damage or loss occurring as a result of students' behavior. The school is empowered to recover this loss and resultant costs as a civil debt.

Remissions

At the discretion of the Governing Body, any of these charges may be remitted in whole or part to parents in receipt of Universal Credit or whose income is assessed at the level equivalent to qualify for this benefits. In these circumstances, applications should be made to the schools Finance team, any request will be treated in confidence.

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