



CHATHAM & CLARENDON GRAMMAR SCHOOL

Charging and Remissions Policy

Agreed by Governors: September 2022

1. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: morning session 8.40am until 1.30pm and afternoon session 2.15pm until 3.15pm.

2. Who was consulted

The policy has been informed by the Academies Handbook

3. Relationship to other School Policies and Legislation

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy and is in line with the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

Governors and staff at CCGS are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and

that every child has the right to receive free school education.

Governors and staff recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

Governors and staff also recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

4. Aims of This Policy

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

5. Roles and Responsibilities of the Headteacher, other Staff, and Governors

The **Headteacher** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It excludes charges made for teaching individual students or groups of up to four students to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at this school
- The examination is not on the set list but we arrange for the students to take it
- A student fails without good reason to complete the requirements of any examination where the Board originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as materials/ingredients for subjects such as design technology or food technology where parents have indicated in advance that they would like their child to bring home the finished product, or theatre productions/visits which support the National Curriculum.

In these circumstances no student will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation such as Theatre Groups to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, which incur

additional expenditure, such as Go Karting or Coaching for activities where we have to buy in expertise. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for students whose parents are in receipt of benefits which make their child eligible for free school meals. This is in line with the government's policy and is a justifiable use of the 'pupil premium' which is given to schools for this purpose. Such benefits are:

- Income Support (IS),
- Income-based Jobseeker's Allowance (IBJSA),
- an income related employment and support allowance (~~introduced 27 October 2008~~),
- support under part VI of the Immigration and Asylum Act 1999,
- Child Tax Credit, provided you are not entitled to Working Tax Credit,
- the guaranteed element of State Pension Credit.

Other charges will be made to cover costs when the number of school sessions missed by the students total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School mini-bus

Only the school's students, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, an 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 you are not entitled to Working Tax Credit), the guaranteed element of State Pension Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

6. Arrangements for Voluntary Contributions, Remissions and Refunds

Voluntary contributions

We are aware that we can ask for voluntary contributions from parents/carers that will

benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;
- that a school fund created by the parents association will assist those parents who are unable to pay voluntary contributions.

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours: or
- partly within and partly outside school hours

Refunds

Refunds will be given if:

- a child is absent due to illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

6. Arrangements for Monitoring and Evaluation

The Curriculum & Welfare Committee (or appropriate team) or the Board 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.

The Board cannot charge parents and students for any activity unless it has drawn up a charging policy. Moreover, when made, charges per student cannot exceed the actual costs incurred, which mean that students who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Board must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual students or students in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

This policy should be reviewed annually. The next review date is: September 2023