



**WHITLEIGH  
PRIMARY AND  
SIR JOHN HUNT  
CSC  
FEDERATION**

Sir John Hunt



# **Charges & Remissions Policy**

**First Adopted: May 2018**

**Reviewed: 20 March 2024**

**Next Review: April 2027**

## **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the College will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance and complements Whitleigh Primary School & Sir John Hunt Community Sports College's finance and school trips policies.

## **Definition**

The WPS day is defined as 8.50 a.m. to 12.00 p.m. and 1.00 p.m. to 3.20 p.m. The SJH day is defined as 8.45 a.m. to 12.45 p.m. and 1.25 p.m. to 3.05 p.m. The midday break does not form part of the school/College day.

## **Responsibilities**

The Headteacher/Principal will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every 3 years or when significant changes are necessary.

## **Policy statement**

During the College day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the College and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge. (See *below*)

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 College
- the examination is not on the set list but we arrange for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the Federated Governing Body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the College day which entail additional costs e.g. field trips and catering provisions.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

From time to time we may invite a non-College based organisation such as a drama group to arrange an activity during the College day. Such organisations may wish to charge parents/carers, who may, if they wish, ask the Principal to agree to their child being absent for that period.

## **Voluntary Contributions**

The College or Federated Governing Body can ask for voluntary contributions for the benefit of the College or any College activity. Certain activities, College trips etc. will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity/trip will be cancelled.

There is no obligation to parents to make any contribution. The child will not be excluded from any activity due to his or her parents/guardian/carer either unable or unwilling to pay.

## **Education partly during the College day**

If a non-residential activity happens partly inside the College 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 College day. Conversely, if the bigger proportion of time spent falls outside of the normal College day, charges will be made. When such activities are arranged parents/carers will be told how the charges were calculated.

## **Residential Activities**

Charges will be made for board and lodging, except for students whose parents/carers are in receipt of eligible benefits.

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

## **Optional activities outside of the College day**

We may charge for optional, extra activities provided outside of the College day, for example a theatre trip. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents/carers in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

## **Optional Extras**

Charges will be made for some activities 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 College time 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 College; or
  - C. Part of religious education.
- \* Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the College;

- \* Transport that is not required to take the student to College or to other premises where the local authority/Federated Governing Body have arranged for the student to be provided with education; and
- \* 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, this includes supply teachers engaged specifically to provide the optional extra; and
- \* The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an 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 a subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

A charge will not be added for the cost of alternative provision for those students who do not wish to participate.

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

## **Minibus**

Only students of the College, College staff or parents/carers may be charged for travel in the minibus. Charges made will cover only actual costs incurred, including depreciation; the service should not make a profit for the College.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the College 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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

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

## **Music Tuition**

Although the law states that all education provided during College hours must be free, music lessons are an exception to this rule.

Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

## **Remission of Charges**

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

Income Support (IS)

Income-based Jobseeker's Allowance (IBJSA)

Employment and Support Allowance Income Related (ESA(IR))

Child Tax Credit, provided the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial year threshold for the current year.

Guaranteed Element of Pension Credit

Support under V1 of the immigration and Asylum Act 1999

Universal Credit – from 1 April 2018 provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods.

Further Guidance and Reference to Legislation

Governors Guide to the Law, Chapter 23 – Charging for College activities

**WCPS is a rights respecting school. As a result all policies in the school adhere to the 54 articles of the rights of a child.**