





never give up.



ACE Tiverton

Part of the ACE Schools Multi Academy Trust

Charging and Remissions Policy

Issue	Date	Author/Reviewer Job Role	Comments	Signed by
1	1 st February 2017	Chris Humphries Director of School Performance		 February 2017 ^{1st}
2	19 th June 2019	Hannah Smart Head Teacher ACE Tiverton	Policy adopted for opening September 2019	 Andy Dunkley Chair Finance & Audit Committee

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1. Introduction

- 1.1 The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free, of charge and for those items where there may be a charge.
- 1.2 The policy has been informed by DFE guidance in 'Charging for school activities' May 2018.

2. What can and can't be charged for

2.1 School governing bodies cannot charge parents or carers for:

- i an admission application to the school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- ii education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- iii 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 pupil is being prepared for at the school, or part of religious education;
- iv instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

2.2 Schools can charge parents or carers for:

- i any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- ii optional extras;
- iii music and vocal tuition, in limited circumstances;
- iv certain early years provision;
- v community facilities.

3. Voluntary contributions

- 3.1 Nothing in legislation prevents the school 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 must also make it clear to parents that there is no obligation to make any contribution.
- 3.2 It is important to note that no child will 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, or the school cannot fund it from some other source, then it will be cancelled. The School will ensure that they make this clear to parents. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The School will make it clear to parents at the outset what their policy for allocating places on school visits will be.
- 3.3 When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. The School will avoid sending colour coded letters to parents/carers as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

4. Education partly during school hours

- 4.1 The school day is defined as: 9.00am – 10.45am and 11.45am – 2.00pm. The midday break does not form part of the school day.
- 4.2 Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
- 4.3 If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- 4.4 Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. 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 will be made.

When such activities are arranged parents/carers will be told how the charges were calculated.

5. Residential activities

- 5.1 If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, 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.
- 5.2 Charges will be made for board and lodging, except for pupils whose parents/carers are in receipt of eligible benefits.
- 5.3 Other charges will be made to cover costs when the number of school sessions missed by the pupils 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.

6. Optional activities outside of the school day

- 6.1 We may charge for optional extra activities provided outside of the school day, for example, after school clubs. 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.
- 6.2 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:
 - i education provided outside of school 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 school; or
 - c) part of religious education.
 - ii examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- iii transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- iv board and lodging for a pupil on a residential visit;
- v extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

6.3 In calculating the cost of optional extras an amount may be included in relation to:

- i any materials, books, instruments, or equipment provided in connection with the optional extra;
- ii the cost of buildings and accommodation;
- iii non-teaching staff;
- iv 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
- v the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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

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

6.6 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.

7. Minibus

7.1 The school has a permit issued by the LA under section 19 of the Transport Act 1985.

- 7.2 Only pupils of the school, school 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 school.

8. Calculating charges

- 8.1 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 pupils 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.
- 8.2 Parents/carers who would qualify for support are those who are in receipt of eligible benefits.
- 8.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers. A proportion of costs incurred as a result of vandalism or other malicious actions by students, parents or carers whilst onsite will be recouped.

9. Music tuition

- 9.1 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 9.2 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.
- 9.3 In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

10. Eligible benefits as at April 2019

- i Income Support.
- ii Income-based Jobseeker's Allowance.
- iii Income-related Employment and Support Allowance.
- iv Support under Part VI of the Immigration and Asylum Act 1999.
- v The guaranteed element of Pension Credit.

- vi Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- vii Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- viii Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).