



# **SHUTTLEWORTH COLLEGE**

## **Charging and Remissions Policy**

**Status :**

Statutory

**Date of next revision :**

Spring 2019

**Reviewed and monitored by:**

RHS

**Approved by :**

Full Governing Body Committee

## **Charging Policy**

### **Introduction**

The Governing Body of Shuttleworth College have a duty to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Aims**

To meet the requirements in sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England.

### **Responsibilities**

The Governing Body of the college are responsible for determining the content of the policy and the Headteacher and Business Manager for implementation.

### **Prohibition of Charges**

The college recognises that legislation prohibits charges for the following:

- An admission application to the school or any requests for financial contributions as any part of the admissions process.
- Education provided during school hours including the supply of any materials, books or other equipment.
- Education provided outside of 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 parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at school.
- Examination re-sits if the pupil is being prepared for the re-sits at school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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.
- 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 provided in connection with an educational trip.
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

### **Charges**

The Governing Body recognises the requirement to make charges in respect of the following:

- The actual cost of Board and Lodging on visits involving overnight stay.
- The full cost of any voluntary activity which takes place out of college hours.
- The full cost of lessons in musical instruments, including tuition, sheet music and hire or cost of instrument, asked for by parents/carers, whether they are in or out of college hours.
- The full cost, including administration, of entry for exams:
  - (a) not prescribed by the Education Secretary;
  - (b) for which the college has not prepared a student;
  - (c) that the college has said a student should not be entered for;
  - (d) paid for by the college but where a student fails to do all parts of the exam;
- The actual costs of putting right damage, loss or defacement of college buildings and equipment;
- The actual cost of materials used in practical subjects where the parent/carer or student wants to keep or use what is made.

### **Remissions**

Parents who can prove they 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 eligible support payments are:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed the limit for that tax year.
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008.

The school has a fund available to enable families in financial difficulty to send their children on college visits/activities. Any parent wishing to access this fund should apply in writing to the Business Manager or Headteacher.

## **Voluntary Contributions**

Parents may be invited to make voluntary contributions toward the following:

- Activities within a curriculum area
- To support educational visits and trips
- To help with associated travel costs

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents in the case of all voluntary contributions:

- No student is stopped from taking part in any activity because their parent/carer could not, or did not want to, contribute.
- That the contribution is genuinely voluntary and that the parent has no obligation to pay.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Business Manager.

## **Broad Guidelines**

1. The policy will need to be kept up to date and in line with changes and interpretations in the law and LA policy.
2. A voluntary activity which takes place out of college is:
  - (i) a day trip where over half is out of the agreed college hours;
  - (ii) a residential trip (one night or more away from home) where over half the number of sessions are not college ones. Each day counts as two sessions.
3. Parents/carers may ask the college to grant their sons/daughters leave of absence to join an activity organised by a third party like a tour or theatre company during college hours. So long as the statutory duties of the Governors and the Headteacher relating to the college curriculum, health and safety of students and the Education (Colleges and Further Education) Regulations are carried out, the third party will be allowed to charge for the services they are providing.
4. Charges for voluntary activities can take account of the costs, including expenses, of engaging staff to provide an activity. If they are already employed as teachers by the LA or Governors their costs may not be passed on to students unless they are employed:
  - (i) to provide individual musical tuition;
  - (ii) on a separate contract to help provide the activity.

5. Transport cannot normally be charged for but parents/carers may be asked to make voluntary contributions if their son/daughter uses transport not provided by the LA or college to any activity they have given permission for e.g. Work Experience.
6. Charges for damage, loss or defacement of college buildings and property will only be made if the college believes they were not accidental.
7. Parents/carers will be asked to say in writing whether they, or their son/daughter, wish to have what has been made in practical subjects, like Technology, before the course begins.
8. Special activities for which students are expected to have suitable clothing include: P.E., Science, Art, Technology. Clothing or equipment for safety purposes will be provided by the college.
9. The level and use of voluntary contributions is not limited e.g. they can be used to subsidise students from low income families or costs of accompanying teachers.

### **Conclusion**

The Governing Body recognises that without a great increase in money available to colleges, some contributions from parents/carers will be needed. They are dedicated to ensuring that these contributions will be used in such a way as to enrich all students' college work without penalising anyone whose parents/carers cannot, or will not, pay.