



3.04 Charging and Remissions Policy

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: 08.25 to 15.35.

What was consulted?

The policy has been written with reference to the Department for Education's May 2018 guide "Charging for school activities".

Relationship to other school policies

The policy complements the school's equal opportunities policy and, educational visits policy.

Roles and responsibilities of headmaster, other staff, governors

The Headmaster will ensure that the following applies:

During the school 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 pupils between the school and the activity.

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 pupil was not prepared for it at this school
- ◆ The examination is not on the set list but we arrange for the pupils to take it
- ◆ A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Students are issued textbooks free of charge during their school careers. However, these must be returned by the due date notified (usually the end of term or the end of a school year).

Orders for textbooks for each new term are made at the end of the preceding term.

All textbooks must be returned to the appropriate department by their specified date. Any textbooks not returned within the timescale will be charged on the Summer Term bill. **Please note that no credit will be given for late returns as replacement books will have been purchased.**

<u>Date Approved:</u>	November 2019
<u>Date of Renewal:</u>	November 2020
<u>Reviewed by:</u>	F&PC
<u>Ownership:</u>	F&PC

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 will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will only be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- 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)

There is a Hardship Fund to which parents can apply to the Headmaster.

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

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. Please refer to the Starting details or contact the Registrar.

Optional activities outside of the school day

We will charge for optional extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

School mini-bus

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit.

N.B. Only the school's pupils, 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 under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). 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.

Further information on licensing arrangements can be found at:

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022619

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 pupils 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 OCA.

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents of students who are in receipt of pupil premium.

The level of support which the school can offer is dependent on the total funding available and the number of applications it receives. The final decision will be made by the Headmaster.

Applications for financial assistance from the hardship fund will normally be made by a member of staff on behalf of a student by completing the application form (see Appendix 1) and providing as much supporting information as possible.

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

Voluntary Contributions

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs where this cannot be supported by Cranbrook Together.

In these circumstances no pupil will be prevented from participating because his/her 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.

16-19 Bursary Fund

On Application the 16-19 Bursary Fund is designed to help and support any student over the age of 16 who faces financial barriers to participation in education, such as costs of transport, food or equipment.

The scheme is divided into two parts:

Nominated Bursary

This bursary is £1,200 a year and is paid weekly. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Discretionary Bursary

This bursary is available to students not eligible for the full Nominated Bursary who live in a household whose parents/guardians are in receipt of any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- 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)

The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications it receives. The level of funding may vary during the academic year.

Payment Conditions

- All bursary payments will be directly linked to attendance, behaviour and performance.
- All bursary payments will be paid directly to the student, dates to be advised. However if a bus pass has been applied for this sum will be deducted before the bursary payments are made.
- Eligible students must be under 19yrs on 31 August and enrolled on a non-fee paying full time course at the school.

Applications for financial assistance from bursary will normally be made by the student by completing the application form (see Appendix 2) and providing as much supporting information as possible. The final decision will be made by the deputy head curriculum.

Arrangements for monitoring and evaluation

The Finance & Property Committee will monitor the impact of this policy by receiving on an annual 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.

**** CONFIDENTIAL ****

Please print and use black ink to complete this form



Hardship Fund Application Form

Name of student _____ Tutor Group[_____]

Address _____

Date of Birth _____

Is the student in receipt of free school meals? YES / NO

Please detail the items assistance required below

Item requiring remission/assistance	Reason	Amount of Remission/Assistance required

Name of parent completing form _____

Signature of parent _____ Date _____

Office use only:

Amount agreed _____

Authorised by _____ (Headmaster/Bursar)

Date _____