



# Beacon Hill Community School

## CHARGING AND REMISSIONS POLICY

### 'BUILDING FUTURES THROUGH LEARNING'

Beacon Hill Community School aims to provide a caring, stimulating environment where every child can be successful. We passionately believe in placing young people at the heart of the learning process.

### **STATUS**

Statutory

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007.

### **Introduction**

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

The governing body of Beacon Hill Community School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students all round educational experience and their personal and social development.

As a general rule any activity or material which is needed as part of normal curriculum activities does not incur a cost to parents. Where required the school reserves the right to charge parents in accordance with the provisions of the Education act 1996.

The school day is defined as: *8.50am – 12.45pm 1.30pm – 3.15pm*

### **RELATIONSHIP TO OTHER SCHOOL POLICIES**

The policy complements the school's equal opportunities policy, teaching and learning policy and off-site visits policy.

### **ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC.**

The Head teacher will ensure that the following applies:

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## *During the school day*

**All activities that relate to 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. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination.

*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 pupil to take it;*
- *a pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.]*

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example a visit to a museum, historical site, theatre etc....]*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as *(travelling theatre company, life bus etc.)* to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being absent/taught elsewhere in the school for that period.

## **Optional extras**

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

We will charge for optional, extra activities provided outside of the school day, for example *[cinema visits, bowling, theatre trips ]*. Such activities are not part of the National Curriculum or religious education, nor are they part of a prescribed examination syllabus.

## ***Education partly during the school day***

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.

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 will be told how the charges were calculated.

NB. If 50% or more of the time spent on the activity occurs during the school hours it is deemed to have taken place during school and as such will incur no costs other than voluntary contributions.

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The time spent on travel counts in this calculation if the travel occurs during school hours. Breaks do not count. Where less than 50% of the time spent on the activity falls during school time it is deemed to have taken place outside the school day e.g. an excursion may require students to leave the school an hour or so before the end of the day but the activity does not end until late e.g. a theatre visit setting off at 4.30pm but not arriving back until after midnight.

## ***Residentials***

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit.

If the number of school sessions taken up by the trip is equal to, or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours. A half day means any period of 12 hours ending with noon or midnight.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

## ***School mini-bus***

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 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 will 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 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 fundraising.

Parents who would qualify for support are those who **qualify for pupil premium.**

When we inform parents about a forthcoming visit, we should make it clear that parents who can prove they are in receipt of the following benefits **will be exempt from paying the cost of board and lodging:**

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;

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- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- the guarantee 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.

**For optional, non-educational residentials and visits outside the school day, the school will require a non-refundable deposit of up to 25% of the total cost of the visit. All visits must be paid in full two weeks before the event and for foreign visits, six weeks before the event.**

Once payments have been made to a third party, then should a parent cancel a place, full costs will be charged unless the school can find someone to replace them or there are mitigating circumstances (Such as illness or family crisis). We advise all parents to take out independent travel insurance.

## **WORK EXPERIENCE PLACEMENTS**

The cost of travel from home to a work placement is the responsibility of the parent. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges are made.

## **ACTS OF VANDALISM AND NEGLIGENCE**

The school will seek payments from parents for the cost of damage to the school property caused wilfully or negligently by their child.

## **VOLUNTARY CONTRIBUTIONS**

Nothing in this policy prevents the School Governors from inviting parents to make voluntary contributions. Any request for voluntary contributions should clearly state that: there is no obligation to pay a contribution and students will not be treated differently according to whether or not their parents have made a voluntary contribution.

## **REMISSIONS**

Where the parent of a student is in receipt of qualifying state benefit the governing body will remit the full cost of board and lodging for any residential activity that is organised and **takes place in school time**.

The School may remit the charges in cases of hardship and invite parents to apply in writing in strictest confidence for the remission of charges. The Headteacher will authorise remission in consultation with the chair of Governors.

## **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The Finance Committee of the governing body will monitor the impact of this policy. This policy will be reviewed when there are changes to the law.

**Date of Issue and approved by Governors: July 2014**

**Review Date: As required**