




# MILLOM SCHOOL

## CHARGING AND REMISSIONS POLICY

### 2023-2024

<b>Approved by</b> <sup>(1)</sup>	
<b>Name:</b>	Mrs Elsa Mason
<b>Position:</b>	Chair of Governors
<b>Signature:</b>	
<b>Date:</b>	4 October 2023
<b>Next review date:</b> <sup>(2)</sup>	September 2024

<sup>1</sup> This document requires approval from either the Governing Body or Proprietor

<sup>2</sup> This document must be reviewed annually

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## **Policy on charging for and remissions for school activities**

Millom School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular).

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

### **The policy identifies activities for which:**

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made.**
- **charges may be waived**

### **Definitions**

- **Charge: a fee payable for specifically defined activities**
- **Remission: the cancellation of a charge which would normally be payable**

### **1. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

#### ***The Law states:***

If the activity cannot be funded without voluntary contributions the Governing Body or Head teacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will still be given an equal chance to participate in the activity or visit.

### **2. No charges will be made for**

- An admission application to any maintained school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) except where the materials become the personal belonging of the student e.g. items made during lessons which are then taken home.
- Education provided outside 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 the school's basic curriculum for religious education;

- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- Education provided on any trip that takes place during school hours (see 4);
- Education provided on any trip that takes place outside school hours (see 4)
  - 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 the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational visit.
- Public examinations – no charge can be made for entry to prescribed public examinations where the pupil is being prepared for entry to the examination by the school. This does not apply if the governing body think there are educational reasons for not entering the pupil, or if the pupil's parents ask in writing that the pupil should not be entered. The LA may not override the governing body's decision on whether to enter a particular pupil for an examination.
- The cost of the examination may be passed to the parents/carers only:
  - If a pupil is entered for an examination for which he/she has not been prepared by the school
  - If the examination is not on the set list but the school arranges for the pupil to take it
  - Where the pupil "fails without good reason to meet the examination requirements for that syllabus."
  - If a pupil, or his/her family, request that he/she resists a module or whole examination then the full cost of this will be borne by the family.
  - If a pupil, or his/her family, request that an examination be remarked then the school will pay if the Head Teacher agrees it is appropriate otherwise the cost is borne by the family. However, if the result is an improvement in grade the family will be reimbursed by the school.

### 3. Charges may be made for

- **Activities outside school hours**  
Residential and non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- **Residential visits during school hours**  
The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However pupils whose parents are in receipt of qualifying state benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.  
Where there is a need for additional staff to attend a residential activity as a result of the special needs of an individual child, the additional costs incurred in taking staff will generally be included in the total cost of the residential experience and costed out according to the number of pupils attending. However, the Governing Body may decide to meet the additional costs themselves from a budget managed by the school.  
When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.
- **Is a trip inside or outside of school hours?**

To work out whether the trip should be classified as taking place largely during school hours, two factors are considered – “school sessions” and “half-days”

A residential activity counts as falling within school time if the number of school sessions missed by the pupils amount to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight.

On this basis, a term-time trip from noon on Wednesday to 9pm on Sunday would last for nine half-days, including five school sessions, and would count as taking place in school time. However a trip from noon on Thursday to 9pm on Sunday would count as seven half-days, including three school sessions, and would be classified as taking place largely outside school time. If 50% or more of a half day is spent on a residential trip, the whole day is counted as spent on the trip.

- **Music tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil’s parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

#### 4. 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:**

- 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; Charges may be made where damage or loss of any item of school property or equipment has been caused by a pupil.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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 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.

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 therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate.

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 prerequisite for the provision of an optional extra where charges will be made.

## **5. Remissions**

In order to remove financial barriers from pupils, 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 in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

## **6. Families qualifying for remission or help with charges.**

Criteria for qualification for remission are given below.

### **Category A**

Parents 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

**Additional categories of parents may claim help with some costs in the following circumstances:**

### **Category B**

- Support with charges as determined at the sole discretion of the Head teacher

## 7. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- Where time permits we allow parents to pay in instalments
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where possible.

**Next Review Date: September 2024**

### Millom School

#### Charging policy

##### **Voluntary contributions**

We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport on trips
- Admission charges
- Enrichment activities

##### ***Why do we need to ask for voluntary contributions?***

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

##### ***What happens if I am unwilling to pay?***

Your contribution is voluntary.

Your child will not be excluded from the activity BUT if we do not receive enough voluntary contributions we may have to cancel the activity.

##### ***What happens if I am unable to pay?***

Parents in certain financial circumstances (see above) will not be expected to make voluntary contributions.

##### ***Will my voluntary contribution pay for people who have not paid?***

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

##### ***We promise that:***

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities which will require voluntary contributions.

At Millom School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. Our charging policy, which has been agreed by governors, sets out what we will

charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

### **We can charge for optional extras**

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we will make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips
- Trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

### **We promise that:**

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

### **Charging for residential visits**

We believe that every child should participate in a residential visit during their time at Millom School. This will be built into the school curriculum.

We can't charge for transport although we will usually need to request voluntary contributions. We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed). The charge will not exceed the actual cost.

### **We promise to help you to plan for these costs by:**

- issuing a calendar where possible of visits/activities to ensure that you have as much notice as possible
- having clear procedures to enable you to pay by instalments
- publishing a fair, objective and transparent procedure for allocating places in case of oversubscription
- we shall avoid 'first come, first served' payment where possible which may favour some pupils more.

### **Special financial arrangements**

Parents who are in receipt of any of the benefits (evidenced) listed below will not be required to pay for:

- Board and lodging on residential visits
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for:

- Extra-curricular activities
- Skiing trips
- Residential trips

### **Benefits required to qualify**

- 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 (as assessed by HM Revenue and Customs) does not exceed the financial limit set for the relevant financial year.
- Guaranteed State Pension Credit