

# Brampton Manor Academy



## Charging and Remissions Policy

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### Introduction

- Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England, which we are required to comply with through our funding agreement.
- This policy takes into consideration, the DfE guidance “*Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities, May 2018*”.
- The governing body also recognises that it may be appropriate in certain circumstances to request voluntary contributions from parents in order for certain activities to be affordable.

### Statutory Context

*The governing body **cannot** charge for:*

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 religious education;
- tuition for pupils learning to play musical instruments 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; *and*
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil’s parents

*The governing body **can** charge for:*

- any materials, books, instruments, or equipment, where the child’s parent wishes him to own them;
- materials/books/instruments/equipment to provide optional extras...
  - education provided outside school time that is not:
    - *part of the National Curriculum*
    - *part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school*
    - *part of religious education*
  - board and lodging for a student on a residential visit
  - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

- transport that is not 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
- music and vocal tuition, in limited circumstances: Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Academy policy**

'School hours' are defined as being those hours during which the school is in session, but excluding lunch break<sup>1</sup>. See Appendix A for further information

#### **Activities during school hours**

1. No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum
2. Voluntary contributions may be asked for to enable extra activities to take place. It may also be stated that such an activity will not be able to take place unless sufficient contributions are received to finance that activity. The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school.
3. Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product; this includes such activities as food preparation, construction work etc.
4. Parents will be expected to provide items of clothing and uniform, including such items as football boots. The academy will provide...
  - a. essential protective equipment such as safety goggles.
  - b. more specialist sports or other equipment – e.g. climbing or farm equipment.

#### **Activities taking place outside school hours<sup>2</sup>**

1. Charges for activities may be made except where the activities are required either:
  - a. as part of the syllabus of a prescribed public examination; or
  - b. to fulfil statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for a residential visit (see below)
2. Where charges are made the cost may not exceed the actual cost to the pupil and cannot subsidise any other pupils participating. The cost of those pupils remitted from charging will be met by funds available to the school.
3. The costs incurred by teachers providing the activity may be included in the costs to pupils.
4. A pupil's participation in such an activity will be a matter for parental choice and on the basis of a willingness to meet any charges applicable. Such an agreement is therefore a pre-requisite to a pupil being charged.

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<sup>1</sup> See Appendix A for further information on what constitutes an activity falling within school hours

<sup>2</sup> See Appendix A for further information on what constitutes an activity falling within school hours

## **Free School Meals (FSM)**

The academy will bear the cost of board and lodging for residential activities for those pupils eligible for Free School Meals. For voluntary activities, this may therefore result in a differential cost being applied to parents of FSM and non-FSM students.

## **Entry for Public Examinations**

1. No charge will be made for a pupil's first entry to any prescribed public examination for which the pupil has been prepared at the school, whether during or outside school hours.
  - (a) Resit examinations will be charged unless
    - i. the pupils is in receipt of Free School Meals
    - ii. the pupil has suffered illness or a 'life event' that caused the pupil to perform worse in the examination than would normally have been expected.
    - iii. there is a general policy on the part of the school to enter students on more than one occasion for a particular examination.
2. Parents and pupils will not be required to provide or pay for any materials (excluding clothing) necessary for the purposes of examination entry.
3. No charge will be made for statutory transport provided to enable a pupil to take such an examination.
4. Pupils will be entered for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared for entry by the school except where;
  - (a) in the opinion of the Principal there are educational reasons for not doing so;
  - (b) the pupil fails, without good reason to meet the examination requirement for a syllabus
5. Where a pupil's conduct either in general, or with regard to a specific examinable syllabus leads the school reasonably to judge that the pupil will either not prepare for or attend one or more examinations for which they have been prepared by the school, the school will be entitled to charge the pupil or parents upfront for all examinations for which the pupil has been prepared by the school as a condition of the student sitting such examinations. Where such charges have already been incurred by the school, the school will be entitled to recover such charges.
6. Where it is agreed to enter a pupil for a prescribed examination for which the pupil has not been prepared by the school, the full cost of the entry may be charged to the pupil or parents.
7. Where a pupil has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:-
  - (a) entry fee
  - (b) actual cost of any preparation provided by the school outside school hours.
  - (c) costs relating to the school's teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.
8. Examination entry fees may be recovered from parents if a pupil fails without good reason to complete the requirements for any public examination for which fees have been paid by the school.
  - (a) Requirements may include coursework, controlled assessments or the sitting of final examinations etc.

## **Music Provision**

1. Charges will not be made for class music tuition during school hours.
2. Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.
3. No charge will be made for group activities e.g. school orchestras, which take place during school hours.
4. A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition. The charge can include:
  - a. *the cost of the teacher*
  - b. *the costs of sheet music*
  - c. *the hire and insurance of a musical instrument.*
5. Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Free School Meals, with each case being judged independently and given at the school's own discretion.
6. School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replace/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for pupils' own instruments.

## **Voluntary Contributions**

Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that;

- there is no obligation to contribute
- pupils will be treated the same whether or not their parents have contributed
- there is support for low income families,
  - Free School Meals criteria will be used to determine whether support is appropriate.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating

- the nature of the proposed activity and its education value;
- the contribution per pupil which would be required if the activity were to take place;
- the activity would not take place if insufficient contribution were forthcoming.

## **Appendix A: Definitions of School Hours etc**

### **Education partly during school hours**

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.

### **Non-residential activities**

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.

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.

### **Residential visits**

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.

### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## Appendix B: Summary Flow Chart

