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<b>Originator:</b> Kate Frith
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## **Charging and Remission Policy**

### **1. Introduction**

- 1.1. The Education Act 1996 (Sections 449-462) and Schools Admissions Code 2012 (paragraph 1.9 (n)) set out the law on charging for college activities. It states that colleges have a duty to provide parents with information regarding the charges that can and cannot be made for the services and activities provided by the College.
- 1.2. Fullhurst Community College believes that a full and varied education should be available to all students. The college recognises that for many families, well organised activities are welcomed as they offer the opportunity for students to participate in activities that would otherwise be unavailable or would be too costly to provide outside of the college setting.

### **2. Scope**

- 2.1. This policy sets out what charges will be levied for activities, the circumstances under which voluntary contributions will be requested from parents and what support is available to parents on low incomes and /or in receipt of benefits.

### **3. Responsibilities**

- 3.1. The Governing Body of the college are responsible for determining the content of this policy and the Principal is responsible for ensuring that it is implemented.

### **4. Prohibition of charges**

- 4.1. Under the current legislation, Fullhurst Community College cannot charge for the following:
  - education provided during college hours including the supply of any materials, books, instruments or other equipment
  - education provided outside college hours (including trips), 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 college, or part of religious education

- tuition for students 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 student is being prepared for at the college, or part of religious education

- entry for a prescribed public examination or examination re-sit, if the student has been prepared for it at the college
- supply teachers to cover for those teachers who are absent from college accompanying students on a residential trip
- an admission application (or request a financial contribution as part of any admissions process)
- transporting registered students to or from the college premises, where:
  - there is a statutory obligation to provide transport
  - the Governing Body/ LA has arranged for a student to be educated
  - transport enables a student to meet an examination requirement when the student has been prepared for that examination at the college
  - transport provided in connection with an educational trip which is part of the National Curriculum

## **5. Publication of information**

- 5.1. A summary of this policy will be included in the College Prospectus and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **6. Charges**

- 6.1. The college can charge for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras (see page below)
- music and vocal tuition, in limited circumstances (subject to the Charges for Music Tuition (England) Regulations 2007)
- certain early years provision
- community facilities.

## **7. Optional extras**

- 7.1. Fullhurst Community College may also charge for some activities that are known as 'optional extras'. These include:

### **7.1.1. education provided outside of college time that is not:**

- part of the national curriculum
- part of a syllabus for a prescribed public examination that the student is being prepared for at the college
- part of religious education

- 7.1.2. examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college

- 7.1.3. transport (other than transport that is required to take the student to college or to other premises where the local authority/governing body have arranged for the student to be provided with education)
- 7.1.4. board and lodging for a student on a residential visit
- 7.1.5. extended day services offered to students (for example breakfast club, after-college clubs, tea and supervised homework sessions)
- 7.2 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
  - 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
- 7.3 Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
- 7.4 Furthermore in cases where a small proportion of the activity takes place during college hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit.
- 7.5 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 will be made.

## **8. Support to families on low incomes**

- 8.1. The college holds a limited amount of discretionary funds, which may be used at the request of an activity organiser, to offer top-up funding for individual students in cases of proven hardship.

Requests for financial assistance should be made in writing to the Standards Leader, upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place: The Standard Leader may be able to agree flexible, extended payment terms; The College

holds a small contingency fund to support requests for financial assistance. 'Essential' activities will take precedence over 'nonessential'; Parents/carers in receipt of certain benefits will be considered as first priority for assistance; In most cases, parents/carers will be asked to bear a percentage of the cost; All cases will be treated individually and in the strictest confidence.

Parents who can prove they are in receipt of the following benefits will be entitled to a reduction in the cost of an activity, trip or board and lodging for residential visits:

- 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)

- 8.2. Leaders of educational visits where cost exceeds £250 per student are required to ensure that adequate time is allowed (6-10 months) for parents to raise the funds.

## **9. Voluntary contributions**

- 9.1. Parents will be invited to make voluntary contributions for the benefit of the college for the following activities:

- Food and Design Technology, where the finished product is to be taken home
- Trips - if an activity cannot be funded without these contributions, this will be made clear at the outset. If insufficient voluntary contributions are raised to fund an activity, then it will be cancelled

- 9.2. Any request made to parents will specify:

- That the contribution is genuinely voluntary and that they are under no obligation to pay
- That registered students at the college will not be treated differently according to whether or not their parents have made an contribution in response to the request

- 9.3. The responsibility for determining the level of the voluntary contribution is delegated to the Principal and is dependent upon the activity.

- 9.4. Voluntary contributions will be used solely to support the cost of the activity or to maintain the level of departmental resources.

We believe this school policy:

- ☐ is an essential part of the school;
- ☐ supports staff in managing certain situations;
- ☐ provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- ☐ provides a roadmap for day-to-day operations;
- ☐ ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- ☐ is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- ☐ stems from the school's vision and objectives which are formed in strategic management meetings