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**No: 06**

**THE THOMAS AVELING SCHOOL**

# **POLICY**

for

## **CHARGING & REMISSIONS**

Revised: November 2002 – BR

Ratified by FGB: March 2003

Reviewed November 2004

Reviewed July 2005

Reviewed July 2007

Reviewed April 2010 (SRA)

Ratified by FGB: 10 March 2011

Reviewed F&P: 13 October 2014 (SRA)

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## INTRODUCTION

### **Purpose and Background**

The Thomas Aveling School operates an extensive programme of trips, visits, instrumental tuition and activities both in- and out-of-school-hours accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the Academy's budget. It also defines other circumstances when the Academy may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The policy is written in accordance with all relevant information, including:

- The Education Act 1996;
- s200 of the Education Act 2002
- The Education (Schools and Further Education) Regulations
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The Education (Prescribed Public Examinations) (England) Regulations 2010.

It also references the 'Charging for School Activities' guidance produced by the Department for Education and the charges for music tuition (England) regulations 2007.

### **Charging**

No student should have his/her access to the curriculum limited by charges. However, the Academy reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the Academy reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents may apply to the Academy for special consideration regarding financial support.

## SUMMARY

### What Can and Cannot be Charged for

The Thomas Aveling School **will not** charge for:

- the admission to the Academy;
- 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;

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- 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;
- entry for public examination for which the school has prepared the student unless the Head teacher thinks there are educational reasons for not entering the student;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit.

The Thomas Aveling School **may** charge for:

- Materials and Equipment – any materials, books, instruments, or equipment, where the child’s parent wish to own them;
- Optional Extras;
- Music and Vocal Tuition, in limited circumstances;
- Board and Lodging.
- An examination entry fee may be charged to parents if:
  - the examination is on the set list, but the student was not prepared for it at the school;
  - the examination is not on the set list but the school arranges for the student to take it;
  - a student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee.
- Lockers - All students are given the opportunity, voluntarily, to request the use of a locker to store personal items for which a charge is made for the locker rental. The applicable charge is determined by the school from time to time and will be advised to parents in advance. Charges will be based upon a number of factors which will include lockers maintenance and a periodic replacement programme of the lockers. A reduced rental charge is available for those paying, in advance, to hire a locker for periods of longer than one year.
- Breakages and Replacements - The cost of breakages and replacements as a result of damages caused wilfully or negligently by students will be charged to parents.

### **Voluntary Contributions**

Nothing in legislation prevents the Academy Governing Body from asking for voluntary contributions for the benefit of the Academy or any Academy activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. It will also make it clear to parents that there is **no obligation** to make any contribution. However where there are insufficient voluntary contributions to enable the visit/activity to take place it will be cancelled.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. The Thomas Aveling School will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The Thomas Aveling School will make it clear to parents at the outset what their policy for allocating places on school visits will be.

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## **CHARGEABLE ACTIVITIES**

### **Material and Equipment**

Parents may be expected to provide materials, or be charged for materials where, the parents wish to own the end product, for example, ingredients and or materials for items produced during food technology, textiles, design technology and art classes. Also, should a parent wish to own the books or equipment, such as revision guides, text books and musical instruments, these items will be chargeable.

### **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** part of:
  - a) the National Curriculum;
  - b) a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - c) religious education;
- examination entry fees and re-sits if the registered pupil has not been prepared for the examination 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;
- board and lodging for a pupil on a residential visit.

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;
- 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.

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 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.

No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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**Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.**

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Thomas Aveling School may charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing in accordance with the charges for music tuition (England) regulations 2007. The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra, may be charged.

### **Board and Lodging**

Where a school activity requires pupils to spend nights away from home, the school may make a charge for board and lodging.

### **School Minibus**

Only the school's students, staff or parents may travel in the school's minibus.

The minibus may occasionally be used by staff out of hours to support activities upon the authorisation of the head teacher.

The school will not raise funds through making a profit by charging for travel in the minibus.

Vehicles may occasionally be loaned to other educational establishments for educational purposes only where available and any requests will be considered individually by the school. At the discretion of the school charges may be levied in this respect to recover the costs of running the vehicle, including any insurance costs, but the service will not make a profit, either directly through the fares charged or indirectly as part of a profit making activity.

## **REMISSIONS**

### **Criteria for Exceptions**

No charge will be made for board and lodging in respect of students whose parents are receiving:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190;
- Guarantee element of Pension Credit.

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The eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

Charges for other ‘chargeable activities’ may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities

### **Pupil Premium Fund/Looked After Children**

Income from the pupil premium fund together with funds as may be available in respect to looked after children may be applied by the Academy to assist in supporting the student to:

- Counter the impact of deprivation and disadvantage on education; and
- develop teamwork skills and confidence

Application may be made for assistance, on a case by case basis, where deprivation and disadvantage can be demonstrated.

It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ (e.g. developing teamwork skills).

### **General Statement on Remission**

In all cases where a charge is applied, the Headteacher may, upon written request from a parent and at his discretion, remit a part or all of the charge where he considers such action to be in the best interest of either the individual or all the students participating in the activity.