



UNCONTROLLED if COPIED or PRINTED

Keswick School MAT is not liable for the contents of this document

## CHARGING AND REMISSIONS POLICY (KSMAT/STAT/056)

<b>Committee Responsible:</b>	Directors of Keswick School Multi-Academy Trust
<b>Lead Officer:</b>	Executive Principle
<b>Date of Review:</b>	December 2020
<b>Date to be Reviewed:</b>	December 2022
<b>Signed:</b>	
<b>Date:</b>	

# CHARGING AND REMISSIONS POLICY

## Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	October 2015
2	Clarify remit of policy, define remission with examples, inclusion of school milk scheme for those eligible for FSM.	December 2017
3	General policy revision to improve clarity and consistency. New insertion of paragraphs 3.4 and 3.8.	June 2018
4	Paragraph 1.3 amended to reflect amended school day during Covid-19 pandemic. Clarify reference to music tuition in paragraph 3.1. Update to paragraph 3.3 regarding examination resits. Paragraph 6.2 updated to reflect relevant benefits.	November 2020

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

# CHARGING AND REMISSIONS POLICY

## Contents

1.0	Introduction	Page 4
2.0	Admissions	Page 5
3.0	Activities during the school day	Page 5
4.0	Activities outside the school day	Page 6
5.0	Non-residential activities that take place partly during and partly outside the school day	Page 6
6.0	Residential activities	Page 6
7.0	Transport	Page 7
8.0	Optional extras	Page 7
9.0	Music tuition	Page 8
10.0	School milk scheme	Page 8
11.0	Damage to property and breakages	Page 8
12.0	Boarding charges	Page 8
13.0	Calculating charges	Page 8
14.0	Debt recovery	Page 9

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

# CHARGING AND REMISSIONS POLICY

## 1.0 INTRODUCTION

- 1.1 Keswick School recognises the valuable contribution that a variety of opportunities, including trips, residential experiences and extra-curricular activities can make towards the education of our pupils.
- 1.2 Keswick School strives to ensure that all pupils have an equal opportunity to benefit from activities, both on and off site and within and outside of the curriculum, regardless of their family's financial means. To ensure transparency in setting charges, this policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following statutory Department for Education guidance.
- 1.3 The purpose of this policy is to ensure that, during the school day, all pupils have full and free access to a broad and balanced curriculum. The school day is usually defined as 190 days (8.45 am – 3.30 pm) excluding the lunchtime period 12.35 pm – 1.20 pm. During the period of the Covid-19 pandemic and associated control measures, these times may be adjusted to accommodate staggered starts, breaks, lunchtimes and finishes. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.
- 1.4 We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and where we can we aim to:
- publish a list of visits and their estimated cost across all year groups at the beginning of the academic year;
  - ensure our payment systems allow parents to pay in instalments;
- 1.5 Where this Policy refers to “parents” we mean any person with parental responsibility for a child.
- 1.6 Where this policy refers to a “charge”, this is an amount of money that must be paid in order for a child to participate in an opportunity.
- 1.7 Where this policy refers to a “voluntary contribution”, this is an amount of money that school would like families to contribute towards the cost of an opportunity. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled.
- 1.8 Where this policy refers to “remission”, this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Keswick School will make provision for statutory remission requirements e.g. using the relevant Pupil Premium funding to pay for a child with a legal entitlement.
- 1.9 This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.
- 1.10 The school also offers recreation and leisure opportunities to the wider community e.g. hire of facilities, use of sports facilities, etc. This policy does not apply to any charges we make for these facilities or activities either.

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

- 1.11 This policy should be read in conjunction with the following policies and procedures:
- Education Act 1996, Section 457
  - Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
  - DfE Statutory Guidance document '*Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*', May 2018
  - Trips and Visits Policy (KS/CUR/076)
  - Equality Policy (KSMAT/STAT/007)
  - Exams Policy (KS/CUR/050)

## 2.0 ADMISSIONS

- 2.1 No charge will be made for any aspect of the admissions process.

## 3.0 ACTIVITIES DURING THE SCHOOL DAY

- 3.1 No charge will be made for education provided during normal school hours. This includes all activities related to the school's curriculum and religious education as well as the materials, equipment and transport required to provide it. Instrumental and vocal music tuition which is not part of the school curriculum is an exception to that rule (see section 9).
- 3.2 No charge will be made for entry to a public examination if the pupil has been prepared for it at this school. However, if a pupil fails, without good reason, to complete the requirements for the exam, such as attend lessons on a regular basis, a charge will be made.
- 3.3 No charge will be made for examination resits if the pupil is being prepared for the resit at the school. Where this is not the case, a charge will be made to cover the associated costs.
- 3.4 A request can be made for a formal review of the centre assessed marking. Where this is the case a charge will be made to cover the costs at the same rate as the exam board receipt remark charge for that particular course component (Policy ref. KS/CUR/50).
- 3.5 Requests for reviews of marking must be made in writing within 3 working days of receiving copies of the materials by completing the internal assessment appeals form. A charge will be made to cover the associated costs. This will be chargeable at the same rate as script remark for that particular course component.
- 3.6 A charge will be made to cover the cost of ingredients or materials where parents have confirmed that they wish their child to own the finished product.
- 3.7 This school offers pupils the opportunity to purchase their own specialist art materials, calculators, language dictionaries, etc. A charge will be made for any educational materials that parents have confirmed that they wish their child to own. No pupil will be disadvantaged if they cannot take up this opportunity.

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

- 3.8 A charge will be made for any non-returned library books, text books or for any other school equipment that has been lent to a pupil but not returned following a reminder. The pupil will not be able to borrow any further books or equipment until the charge has been met.
- 3.9 We will ask parents for voluntary contributions to help fund the range of opportunities we offer. No pupil will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The school reserves the right, however, to cancel an activity if insufficient voluntary contributions are received.
- 3.10 From time to time we may invite a non-school based organisation to deliver an activity during the school day, such as a cycling workshop as part of a sports themed week. Such organisations may wish to charge. Parents are under no obligation to pay any fee. In such cases pupils will be taught elsewhere in school for that period. In many cases, however, parents will be asked for a voluntary contribution towards the cost of an activity.

#### 4.0 ACTIVITIES OUTSIDE THE SCHOOL DAY

- 4.1 No charge will be made for education provided outside of normal school hours if it is part of the curriculum, religious education or is required for a public examination that the pupil is being prepared for at this school.
- 4.2 However, we may ask parents for voluntary contributions to help fund the range of opportunities we offer. No pupil will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The school reserves the right, however, to cancel an activity if insufficient voluntary contributions are received.
- 4.3 Lunchtime and after school extra-curricular clubs and activities that are outside of school hours and are not required as part of the curriculum or religious education are optional extras and chargeable (see section 7).

#### 5.0 NON-RESIDENTIAL ACTIVITIES PARTLY DURING AND PARTLY OUTSIDE THE SCHOOL DAY

- 5.1 Where the majority of time (more than 50%) spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours.
- 5.2 Where the majority of time (more than 50%) spent on a non-residential activity is *outside* normal school hours, the charging regime will be as if it happens *fully outside* school hours i.e. the activity becomes an 'optional extra' unless it is part of the school's curriculum or is required for a public examination that the pupil is being prepared for at this school.

#### 6.0 RESIDENTIAL ACTIVITIES

- 6.1 A residential visit may be chargeable if it is an optional extra (see section 8). This is where the number of school sessions (see paragraph 1.3) missed by the pupils totals less than half of the number of half-days taken up by the activity (a period of 12 hours ending at noon or midnight). In such cases, parents will be told how the charges are calculated.

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

- 6.2 If a residential visit is **not** an optional extra, charges will be made for the cost of board and lodging with the exception of those in receipt of:
- Income Support;
  - Income Based Jobseeker’s Allowance;
  - Income Related Employment & Support Allowance;
  - Support under part VI of the Immigration and Asylum Act 1999;
  - the guarantee element of State 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)

Parents are encouraged to discuss their circumstances in confidence with the Finance Manager.

- 6.3 In order to cover any other cost associated with a residential visit which is not an optional extra (e.g. activity tuition), parents will be asked to make a voluntary contribution. The school reserves the right, to cancel an activity if insufficient voluntary contributions are received.

## 7.0 TRANSPORT

- 7.1 Any transport provided by the school in school hours will be provided free of charge (although a voluntary contribution may be requested). This school does not charge for:
- transporting registered pupils to or from the school where the local authority has a statutory obligation to provide transport;
  - transporting registered pupils to other premises where the school has arranged for pupils to be educated;
  - transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at this school; and
  - transport provided in connection with an educational visit if it is part of religious education or part of a syllabus for a public examination that the pupil is being prepared for at this school.

## 8.0 OPTIONAL EXTRAS

- 8.1 The school reserves the right to charge parents for activities deemed to be optional extras. Such activities will include, for example, a visit to the theatre unless it is a requirement as part of the curriculum.
- 8.2 A charge will be made for public examination entry fees if the pupil has not been prepared for the public examination at this school.
- 8.3 Lunchtime and after school clubs do not operate during normal school hours. To cover the costs of offering such opportunities a charge may be made. Parents in receipt of the benefits listed in paragraph 6.2 and who are unable to pay such charges should speak to the Finance Manager.

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

- 8.4 In calculating the cost of optional extras, an amount may be included in relation to:
- Any materials, books, instruments, or equipment provided;
  - Non-teaching staff costs;
  - 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

## 9.0 MUSIC TUITION

- 9.1 No charge will be made for musical instrument tuition if the tuition is required as part of the curriculum or part of a syllabus for a public examination that the pupil is being prepared for at this school.
- 9.2 A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of pupils, where it does not fall under paragraph 9.1.
- 9.3 No charge will 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).

## 10.0 SCHOOL MILK SCHEME

- 10.1 Children who have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits listed in paragraph 6.2. Parents should confirm this with the school finance office.

## 11.0 DAMAGE TO PROPERTY AND BREAKAGES

- 11.1 The school will attempt to recover some or all of the cost incurred repairing wilful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

## 12.0 BOARDING CHARGES

- 12.1 We will charge for:
- the cost to school of providing overnight board and lodging, and
  - optional extended day services offered to day pupils, for example breakfast clubs, afterschool clubs, tea and supervised homework sessions.

## 13.0 CALCULATING CHARGES

- 13.1 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 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 pupil premium funding and fundraising.
- 13.2 Parents who qualify for support are those in receipt of benefits listed in paragraph 6.2.

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors

- 13.3 The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.
- 13.4 If during a trip, visit or activity an alternative activity is undertaken, for example due to adverse weather, or an additional discount is given at point of entry, a refund will be applied following the trip in accordance with the Trips and Visits Policy (KS/CUR/076).

**14.0 DEBT RECOVERY**

- 14.1 It is school policy that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the MAT Directors authorises the school to take all reasonable measures to collect debts as part of its management of public funds. In doing so, the school will observe the relevant financial regulations and any other legal requirements.
- 14.2 A debt will only be written off after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the MAT Directors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit then these will collectively be treated as the total amount.
- 14.3 Unless a decision to write-off a debt is demonstrably a reasonable course of action, authorisation is in place to initiate legal or other action to recover debts.
- 14.4 A formal record of any debts written off will be maintained and this will be retained in accordance with the Records Management Policy (KSMAT/STAT/020).

Ref:	Charging and Remissions	Type:	Policy
Version:	04	Owner:	Executive Principle
Date:	December 2020	Status:	Board of Directors