



The Beacon
Folkestone

Charging and
Remissions
Policy

Charging and Remissions Policy

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Executive Headteacher, Head of Education, other staff, governors

The **Head of School** will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

[Secondary schools: There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school
- The examination is not on the set list but we arrange for the pupils to take it
- A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs, [swimming and cooking]

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for **board and lodging**, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

Music Tuition

Charges may be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. [woodwind and brass instruments]

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example [Art and craft sessions]. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

School mini-bus

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated or in connection with an educational visit.

N.B. Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued under section 19 of the Transport Act 1985. Permits can be acquired via the Traffic Commissioner (Department of Transport). No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Further information on licensing arrangements can be found at http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022619
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Calculating charges

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 total 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 voluntary contributions and fundraising.

Parents who would qualify for support are those who for example are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008].

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, [theatre tickets or entrance fees associated with the activity]

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Arrangements for monitoring and evaluation

The Governing body will monitor the impact of this and may require a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

[It will seek to evaluate the impact of the school's extended services on those children in need of additional support]

Links to legislation and guidance documents

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm?code=legi>

The Beacon Equality Statement

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

UPDATE SCHEDULE

Version	Date	Reason for Update	Next review date	Governor agreement
1	June 16	Transfer	June 18	27.06.16