


# Mill Green School

# CHARGING AND REMISSIONS

# POLICY

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| **Policy Status:** | **STATUTORY** |
| **Person Responsible:** | **Stephanie Shipley** |
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## Introduction

**Article 28 of the United Nations Charter on the Rights of the Child states that all children have the right to an education. Article 32 states that they have a right to take part in a wide range of cultural activities, while Article 2 states that every child has the right of non-discrimination.**

The Governors and Staff of Mill Green School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents/carers financial means. This Charging & Remissions Policy outlines how we strive to ensure a good range of visits and activities are offered whilst trying to minimise the financial barriers which may prevent pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

## Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

## Roles & Responsibilities

### The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the finance committee.

Monitoring the implementation of this policy has been delegated to Finance Governor.

### Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy & that it is being applied consistently.

### Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## Where charges cannot be made

Below we set out what we **cannot charge** for:

### Education

- Admission applications
- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## Where charges can be made

Below we set out what we **can** charge for:

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- Willful damage to school property
- Bank charges incurred in respect of returned cheques.

### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including 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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost, which may include the cost of staff board and lodging.

Historically, school budget has always subsidised the costs of residential trips/visits for students. Unfortunately, due to the financial constraints on the school budget, school are no longer able to do this. The costs for all residential trips will be borne by the student's parent/carers should they wish to participate. In certain circumstances, some of the costs may be borne from the Family Liaison Officer's 'Barriers to Learning' budget.

Participation in any optional residential activity, including the Duke of Edinburgh Award Scheme, will be on the basis of parental choice and a willingness to meet the charges. Parental agreement therefore will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Unless in extenuating circumstances, school budget can no longer meet the costs of staffing to attend the residential visits therefore it has been agreed by Governors and SLT that all staffing costs associated with the residential, will be met by carrying out fundraising activities. A new line has been added to School Fund particularly for fundraising that will go towards the costs of staff to run the trips.

### Damage & Losses

Where school property has been wilfully or recklessly lost/damaged by a young person/parent/carer/ third party, the school may charge those responsible for some or all of the cost of the repair or replacement.

Where property belonging to a third party has been damaged by a young person and the school has been charged, the school may charge for some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependant on the situation.

Where young people are loaned equipment e.g. those used as alternative and augmented communication (AAC) devices, and the equipment is not returned, charges may be made for the cost of replacing the item. In the event that loaned equipment is damaged, charges may be made for the part or whole cost of repair or replacement. No costs will be incurred for depreciation though normal use and general 'wear and tear'.

## Voluntary Contributions

As an exception to the requirements set out in 'Where charges cannot be made' of this policy, the school may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

Some activities for which the school may ask parents for voluntary contributions include:

Food technology / Hospitality and Catering options, school trips, sports activities or end of year celebrations.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## Activities we charge for

For regular activities, the charges for each activity will be determined by the governing board and reviewed in September each year. Parents will be informed of the charges for the coming year in September each year.

There is a separate Lettings Policy which includes all charges for room hire and facilities. These are currently listed as follows:

### Mill Green School (Lansbury Avenue)

| Room No. | Room | Capacity | Half-Day | Full-Day |
|---|---|---|---|---|
| 016 | Meeting/Training Room<br>*Theatre Style<br>*Conference Style | 20<br>14 | £55 | £100 |
| Various | Classroom | 15 | £30 | £50 |
| 031 | Sensory Room | 8 | £20 per 45 minute Session | |
| 124 | Sports Hall | 50 | £55 Half day<br>£100 Full day | |
| 100 | Dining Area | 50 | £55 Half day<br>£100 Full day | |
| 124/100 | Sports Hall / Dining Area Joint (Parties etc) | 50/100 | £100 Half day<br>£165 Full day | |

### Mill Green Centre (Sankey Street)

| Room No. | Room | Capacity | Half-Day | Full-Day |
|---|---|---|---|---|
| 001 | Y14 Room including breakout space (outside of term time) | 30 | £55 | £100 |
| 002 | Salon | 10 | £30 | £55 |
| --- | Y14 Room & Salon (inc. associated social spaces) | 15 | £70 | £120 |

Tea, Coffee & Biscuits: £1 per cup inclusive of VAT will be added to the cost of refreshments.

Lunches can be arranged – price to be negotiated depending on requirements.

An additional charge will be added to the cost of buffets to cover the costs of administration and presentation.

## Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of 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)

## Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines –

- Where possible we shall publish a list of visits at the beginning of the school year to help parents/carers plan ahead.
- We will allow parents/carers to pay in instalments, were appropriate.
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip if required.

## Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by School Business Manager every year. At every review, the policy will be approved by the Board of Governors Finance Committee.

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