

CHARGING AND REMISSION POLICY

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1. Aims

Our sixth form 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

2. 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](#).

3. Definitions

- **Charge:** a fee payable for specifically defined activities

- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 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 Principal.

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 FSR committee

4.2 Principals

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

4.3 Staff

Staff are responsible for:

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

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

4.4 Parents

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

5. Where charges cannot be made

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

5.1 Education

- Admission applications
- Education provided during sixth form hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside sixth form hours if it is part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the student is being prepared for at the sixth form
- Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the sixth form
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the sixth form

5.2 Transport

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

5.3 Residential visits

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

However, parents may:-

- a) If they wish, make a voluntary contribution in cash or kind for the general benefit of the WMSF or in support of a specific activity such as establishing an WMSF library, information technology centre and courtyard improvements etc.;
- b) Be asked to make a voluntary contribution towards the cost of theatre visits etc. within WMSF hours where insufficient funding is available within the WMSF budgets to meet the cost of such visits. In such circumstances, however, the WMSF will aim to cover a proportion of the trip costs (typically up to 50%).

6. Where charges can be made

6.1 Education

- Any materials, books, instruments or equipment, where the student's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the sixth form **and** the student fails, without good reason, to meet any examination requirement for a syllabus
- Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- Activities arranged by a third party during sixth form hours for which a student is being released from sixth form at the request of their parent (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party);
- The cost of repairing damage or replacing loss of sixth form equipment caused as a result of a student's behaviour; and
- The cost of using any alternative transport between home and any other place where education is to be provided when transport from WMSF is available.

6.2 Optional extras

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

- Education provided outside of sixth form time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the sixth form
 - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the sixth form
- Transport (other than transport that is required to take the student to sixth form or to other premises where the local authority or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-sixth form 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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students 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 sixth form hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

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

6.3 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the sixth form is able to ask for voluntary contributions to fund activities which would not otherwise be possible.

Some activities for which the sixth form may ask parents for voluntary contributions include: trips, residentials, prom, sporting activities.

There is no obligation for students to make any contribution, and no student will be excluded from an activity if they are unable to pay.

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

8. Activities/equipment we charge for

The sixth form will charge for the following activities:

Trips (one off)

Residential Trips

Prom

Lockers

Calculators

In some cases exam resits

9. Work Experience

Expenditure incurred by students on a work experience placement can be claimed from the 16 to 19 'in kind' support fund which is administered in the Student Services Centre. Students in receipt of Free School Meals are able to pay for their meals and travel expenses from their discretionary bursary entitlement and may claim the value of their FSM allowance for the duration of their placement.

10. Calculations of Contributions and Charges

Where any voluntary contribution is sought or charges applied, the calculation in respect of an individual student will be limited to the actual cost of providing the activity, divided equally by the number of students willing to participate. The actual cost will be based on an appropriate element for:-

- a) Travel costs, board and lodging where applicable;
- b) Materials, books, instruments and other equipment;
- c) Non-teaching staff costs;
- d) The cost of engaging teaching staff specifically for the purpose of providing an activity where they are employed to provide individual tuition in the playing of a musical instrument or engaged on a separate contract for service to provide the activity (e.g. football coach); e) entrance fees to museums, castles, theatres etc.; and f) Insurance. The contribution sought or charge applied will not include any element of subsidy: - a) For accompanying teaching staff or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (as detailed in 7d above); b) For any other students wishing to participate but whose parent(s) are unwilling or unable to pay the full charge; and c) For alternative provision during any part of sixth form hours for those pupils who do not wish to participate

11. Remissions

In some circumstances, the sixth form 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.

11.1 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)

12. Notice to Parents of voluntary contributions or charges

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing detailing:- a) The proposed activity and its likely value in educational terms; b) The contribution or charge per student; c) Whether or not the activity will take place in the event of insufficient funding. A sample letter requiring such a voluntary contribution or charge from parents is included in Appendix 1.

13. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by FSR committee every year in September.

At every review, the policy will be approved by the FSR.

Appendix 1 SAMPLE TRIP LETTER

Dear Parents/Carers and Student,

Following our highly successful trips abroad in the past, we are pleased to be able to offer a trip to _____ this academic year by the _____ curriculum area.

The purpose of the trip is for students to _____, which will link closely to the _____ unit they are studying this year.

The cost of travel, hotel, breakfast and evening meals, entrance fees and transport is £_____. William Morris Sixth Form will subsidise ___ % of this trip, so the contribution requested from students is £_____ (and £_____ for students eligible for free school meals).

Please be aware that as this trip is taking place during school time the contributions are voluntary. Where parents are unable or unwilling to pay, or if there is any financial difficulty in taking part in this trip, please speak to the Finance Team. However, in the event that there are insufficient funds to cover the cost, the trip is at risk of being cancelled.

Students will require a **valid passport** and a **European Health Insurance Card (EHIC)** if you travel on a British passport. Students can apply for a free EHIC card online at www.ehic.org.uk or collect an application from the Post Office. Students who do not have a British passport need to check that their passport or travel document is valid for _____ and whether a visa is required. Students travelling on a non-EU passport can be included on the Sixth Form visa exemption form.

A non-returnable deposit of £_____ (£_____ for FSM students) is due by _____ . Once the flight has been booked and paid, you will be liable to pay the full cost of the flight if, at a later date, you decide you no longer wish to take part in the visit.

Payment schedule for students paying full amount:

- 2nd payment of £_____ by _____
- 3rd payment of £_____ by _____

Payment schedule for students applying for a grant:

- 2nd payment of £_____ by _____
- 3rd payment of £_____ by _____

If you are interested, please read the Code of Conduct, sign both the student and parent sections, and return to the Finance Office by _____ with a non-refundable deposit of £_____. Cheques should be made payable to 'William Morris Sixth Form'.

Yours faithfully

