



BORDEN GRAMMAR SCHOOL

Charging and Remissions Policy

Date Last Revised	May 2017
Revised By	JAA
Ratified by Finance Committee	May 2020
Frequency of Review	3 Years
Next Review Date	May 2023

Introduction and Summary

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreement to comply with the law on charging for school activities.

The aims of the policy are to maintain the right to free school education and to enable all pupils to take advantage of the activities provided by the school.

It is the policy of the Full body of Trustees:

- To levy a charge for materials in practical subjects if the parents indicate at the beginning of each school year that they wish to keep the finished product
- To levy a charge for the provision of music tuition to pupils, either individually or in small groups
- To recover the cost where a pupil causes damage (for example, breaks a window), or where a text book is lost or damaged
- To make a charge for the recovery of an examination fee if a pupil fails without good reason to take an examination for which he or she has been entered.
- To make a charge to pupils who elect to retake public examinations (e.g. GCSE subjects or Modular A levels) for which no additional preparation has been supplied by the school.

School Charging

Education:

The Education Act 1996 states that Academies **cannot** charge for:

- An admission application to any state funded school;
- 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;
- 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; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Academies can charge for:

- Any materials, books, instruments or equipment, where the pupil's parent wishes him/her to own them;
- Optional extras (see section below);
- Music and vocal tuition, in limited circumstances (see section below);
- Community facilities.

Education partly during school hours:

Where an activity takes place partly during school hours, there is a basis, laid down in the Education Act 1996, for determining whether it is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Residential visits:

Academies **cannot** charge for:

- 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, 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; and
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Academies **can** charge for:

- Board and lodging and the charge must not exceed the actual cost.

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. These optional extras are laid out in the Education Act 1996 together with guidance on calculation of charging for these items.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore 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.

Furthermore 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.

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

Voluntary Contributions:

Borden Grammar School may ask for voluntary contributions for the benefit of the school or any school activities. However if the activity cannot be funded without voluntary contributions, the head teacher will make this clear to parents at the outset. The head teacher will also make it clear to parents that there is no obligation to make any contribution.

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 must be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal

chance to go on the visit. We will make it clear to parents at the outset what the policy for allocating places on school visits will be.

It is important that parents are aware that voluntary contributions are not compulsory.

Music Tuition:

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal tuition is an exception to that rule. Charges may be made for this tuition as long as it 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 who provide the tuition.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Transport:

Academies **cannot** charge for:

- 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 Full Board of Trustees has arranged for pupils to be educated;
- Transport that enables pupils to meet an examination requirement when he or she has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.