BORDEN GRAMMAR SCHOOL



Charging & Remissions Policy

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Aims

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 & 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. Academies are required to comply with this Act through their funding agreements.
This policy complies with our funding agreement and articles of association.

Definitions

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

Roles & Responsibilities

The Board of Trustees

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the headteacher.
The Board of Trustees 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 and Resources Committee.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and 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 that 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/Carers

Parents/carers 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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination resit(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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Board of Trustees or LA 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 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/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination resit(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

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 LA or Board of Trustees 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/carers 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 that 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/carer.

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.

Voluntary Contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

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

- School trips. Sports activities.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

Remissions

In some circumstances, the school may not charge for items or activities. This will be at the discretion of the Board of Trustees and will depend on the activity in question.

Remissions for Residential Visits

Parents/carers 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 Funding for Trips

At Borden, we try to support students who may find it difficult to afford the various trips the school offers in their journey from year 7 to 13. In the interests of using public money wisely, it is important to balance the wish to support all students in all extra curricular activities, against those we think add the most cultural capital and what we can reasonably afford. The following details the extra support available to achieve this intent.

1. Curriculum Activities: For example geography field trips or English text theatre trips. These require voluntary contributions, but will need most to contribute if the trip can afford to run. However, the school will offer to fully fund any places for students who receive pupil premium pupil premium funding.
2. Cultural Capital Activities: For example the history battlefield trip or the Duke of Edinburgh Award. The school will offer to fund up to 50% of these trips for pupil premium students.
3. Other trips: For example, the ski or New York trips. The school will offer to fund up to 10% of any other trip for pupil premium students.

Any student, at any time, may apply to the hardship fund, or for support from the Old Bordenians Association, for additional support. This includes pupil premium students who may still struggle to afford any of the above trips despite already receiving school financial support.

Hardship Fund

Overview

The Hardship Fund is a discretionary source of financial help available to all registered full-time Borden Grammar School students.
The aim of the Fund is to help students who have difficulties in paying for:

- Curriculum trips, visits, year group residential courses and other activities (dependent on the type of trip, between 10-100%, as listed in the section 'Additional Funding for Trips' above)
- Uniform, shoes or sports kit
- Other materials or equipment to assist in academic studies
- Other necessary expenses

Payments from the Fund are discretionary and if awarded subject to repayment via a mutually agreed repayment plan.
Limited resources are available from the Hardship Fund. Funds are topped up through fundraising and voluntary contributions.

Eligibility

Borden Grammar School will consider hardship fund applications in relation to the following groups of students:

- Students in receipt of free school meals
- Students in low income families. This will normally be families with a household income of less than £30,000 or families who are claiming Universal Credit or other means tested benefits
- Students with disabilities
- Students who are or have been in care

Even if these conditions are not met the Headteacher and School Business Manager have discretion to allow other cases to be met from the hardship fund if they consider there is good reason.
If you are experiencing hardship and do not fall into the categories above, please contact your child's Head of Year in the first instance to discuss your exceptional circumstances.
Borden Grammar School may request recent proof of benefits, low income or hardship if the student is not already registered for Free School Meals.

Application Process

An application should be made in writing through the relevant Head of Year. The application must remain confidential and will be considered by the Head of Year given their knowledge of the student's circumstances.
If approved by the Head of Year the application will be passed to the Headteacher and the School Business Manager for review and final approval.
A student may be able to apply for hardship support at any time during the academic year. It is possible to apply more than once, but usually only where circumstances have changed – approval of one application does not necessarily mean that further applications will be approved. Students and their families cannot appeal a decision not to award a hardship grant as the Headteacher and School Business Manager's decision is final.
Applications for hardship support towards activities taking place in the future (e.g. curriculum trips) will not routinely be approved until close to the time of the activity. This prevents Borden Grammar School from committing itself to financial support that may not be required, for example, if changing family circumstances mean that hardship support is no longer required.

Year 12 & 13 Students

16-19 Bursary
Students experiencing hardship in Years 12 and 13 should apply via the Head of Sixth Form for a 16-19 Bursary in the first instance. Borden Grammar School receives funding every year to help and support any student (subject to checks) who faces financial barriers to participate in education and training, such as the costs of transport, food or equipment. Please see our 16-19 Bursary Policy for further information.

Monitoring Arrangements

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