



# Altmore & Lathom Schools Federation

## CHARGING AND REMISSIONS POLICY 2016/17



Altmore and Lathom Schools Federation will inform parents on low incomes and in receipt of benefits, of any discounts or subsidies available to them when being asked for contributions towards the cost of school visits.

### 1. Education

#### **Altmore and Lathom Schools Federation will not charge for:**

- a. An admission application to any maintained school.
- b. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- c. 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.
- d. Tuition for pupils learning to play musical instruments if the tuition is required as 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.
- e. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

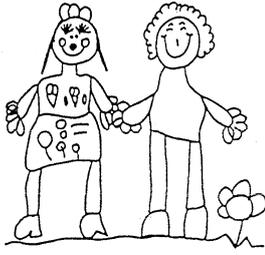
#### **Altmore and Lathom Schools Federation can charge for:**

- a. Any materials, books, instruments or equipment, where the child's parent wishes him to own them.
- b. Optional extras – see below.
- c. Music and vocal tuition, in limited circumstances.
- d. To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.

### 2. Optional Extras

Charges can 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. Optional extras are:

- a. Education provided outside of the school time that is not:
  - a. Part of the National Curriculum.
  - b. Part of a syllabus for a prescribed examination that the pupil is being prepared for at the school, or
  - c. Part of religious education (2)



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Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

b. Transport is not required to take the pupil to school or to the other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education, and

c. Board and lodging for a pupil on a residential visit.

### **In calculating the cost of optional extras an amount may be included in relation to:**

i. Any materials, books, instruments or equipment provided in connection with the optional extra

ii. Non-teaching staff.

iii. Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and,

iv. The cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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 schools hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

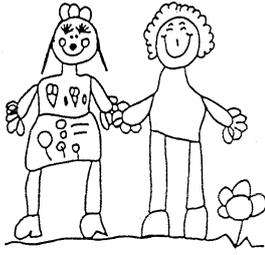
Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **3. Third Parties**

Within the context of the charging provisions of the Education Reform Act, a third party is a person or group of persons who is independent of the Local Authority or the governing body of Altmore and Lathom Schools Federation. A third party may arrange activities for school pupils during school hours and may charge the parent/s accordingly. It will be for the Headteacher and the governing body of Altmore and Lathom Schools Federation to decide whether pupils should be released to participate in the activity. Any such decision should be based on:

a. Whether the absence of a pupil from school will affect the delivery of the school curriculum to that pupil or to that of the pupils remaining in school. You should also bear in mind the requirements of the regulations to be published, on School Curriculum and Related Information.

b. It will be necessary, therefore, to ensure that there is an adequate system of recording all leaves of absence granted to pupils.



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c. The arrangements made by the third party for the insurance and general safety of the pupils. It will be for the Local Authority and Altmore and Lathom Schools Federation to decide whether to release teachers to participate in third party arranged trips. The Headteacher / Head of School should ensure that the teaching commitment of released teachers can be covered within the school's own staffing resources. The third party will be responsible for arranging adequate insurance cover for the pupils and any accompanying adults (including teachers) and for ensuring the welfare and safety of the pupils. Teachers and accompanying adults will need to ensure that they are comprehensively indemnified in respect of their supervisory functions. Third parties may wish to effect cover with the Zurich Insurance Company along the lines of the school Journal Policy for supervised school journeys.

**Any letters which it is necessary for the school to issue to parents should make it quite clear that:**

- i. The activity is being organised by the third party;
- ii. The third party is charging parents for the activity.
- iii. The school is willing to release pupils to participate in the activity.

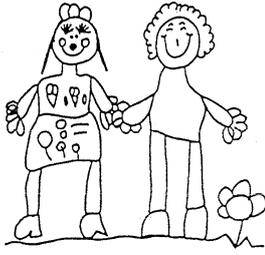
Whilst it is clear that the Local Authority or Altmore and Lathom Schools Federation governing body should not be involved in the organisation of a third party arranged trip, particularly with regard to financial transactions, it is also clear that a school will require to be informed of the supervision and insurance arrangements before granting leave of absence to pupils and possibly staff.

In addition, in some cases it will be more practical for the school to act as a collector of monies for the third party rather than leave parents to send individual payments. Teachers who accompany pupil on third party arranged trips will be acting in a responsible supervisory role.

For these reasons, it would seem wise to view third parties with caution. The D.E.S. has stated that it does not expect schools to use third parties in a deliberate attempt to evade the legislation and, if any challenge were to be brought by a parent, it would be necessary for the school to show that this was not the case.

In addition the restriction imposed by the School Regulations on the granting of leave of absence to a pupil does mean that the third party method should not be employed on a regular basis for trips.

The Local Authority's view is that wherever possible the voluntary contribution method should be used to fund activities for which it is not possible to charge. This method should therefore be considered for all activities which are arranged by or on behalf of the Local Authority or Altmore and Lathom Schools Federation governing body which take place during school hours (according to the definition given in the Act), whether the activities take place, on or off the school premises. 4



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Leisure centres, swimming pools, theatres and museums are used by the school to provide education and cannot be regarded as third parties. Similarly transport used by pupils, whether in the form of hired coaches, school minibuses or public transport is considered by the D.E.S. to be transport provided by the school and in their view pupils cannot be charged for it. Pupils, can however, be expected to meet the cost of public transport when the travel direct from home to the site of an activity, (whether or not they are accompanied by teachers). This is the only exception to the prohibition against charging for activities provided during school hours for all pupils. Once they have arrived at the place of destination, however, they may not be charged for the cost of entrance fees, etc.

#### 4. Voluntary Contributions

Nothing in legislation prevents Altmore and Lathom Schools Federation Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that **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 will be cancelled. The school will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The school will make it clear to parents at the outset that their policy for allocating places on school visits will be and the subsidies available even for residential trips.

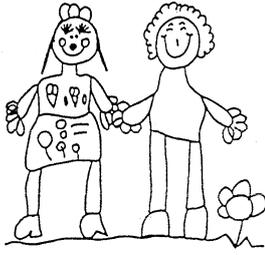
When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

#### 5. Residential Visits

**Altmore and Lathom Schools Federation CANNOT charge for:**

- a. Education provided or any visit that takes place during school hours.
- b. 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 prescribed public examination that the pupil is being prepared for at the school, or part of religious education, and
- c. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Altmore and Lathom Schools Federation CAN charge for board and lodging and the charge must not exceed the actual cost.



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Altmore and Lathom Schools Federation informs parents about a forthcoming visit a scheme of remissions for up to 30% for residential visits will be facilitated for parents.

This will cover the cost of board and lodging.

- i. Income Support (IS)
- ii. Income Based Jobseekers Allowance (IBJSA)
- iii. Support under part VI of the Immigration and Asylum Act 1999.
- iv. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/2014)
- v. The guarantee element of State Pension Credit and
- vi. An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

### 6. Music Tuition – ECAM

Although the law states that all education provided during school hours must be free; music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a relation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. Regulations, which came into form in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or sing). Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

### 7. Transport

**Altmore and Lathom Schools Federation cannot charge for:**

- i. Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- ii. Transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated
- iii. Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school, and
- iv. Transport provided in connection with an educational visit (although a voluntary contribution may be asked for).



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### 8. Charging and Remission Policies

No charges can be made unless the Governing Body of Altmore and Lathom School has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy. The Governing Body policy may be more or less generous than the LA's, as long as it meets the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made. If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents. The remissions policy must set out any circumstances in which the school or Local Authority purpose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

Governors have agreed that a scheme of remissions for up to 50% of the school activity for day visits and up to 30% for residential visits should be facilitated for families in receipt of:

- i. Income Support (IS)
- ii. Income Based Jobseekers Allowance (IBJSA)
- iii. Support under part VI of the Immigration and Asylum Act 1999.
- iv. Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14)
- v. The guarantee element of State Pension Credit and
- vi. An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

A sibling discount where children are in the same cohort will be offered at 15% of the total cost. The headteacher may also recommend remission of charges in individual cases of hardship.