Charging and Remissions Policy

Purpose of Policy

In general, the provision of education during school hours (including the supply of any materials, books, instruments and other equipment) in any school maintained by a local education authority must be free, but the Education Act 1996 permits charges to be made in certain areas providing the Governing Body has a Charges and Remissions Policy in place, and this is set out below for Bingley Grammar School. In addition, under the School Information (England) Regulations 2012, every maintained school must publish certain information online. The school’s charging and remission policy is part of that information.

Aims

- The Governing Body believe that the school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. However, in order for some activities to take place parents and carers may be charged or asked to make a voluntary contribution.

- The Governing Body will expect all “optional extra” activities wholly or mainly outside school session time not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise. The Governing Body delegates to the Headteacher the discretion to support those in hardship with contributions from school funds, including use of Pupil Premium funds if appropriate, in order to allow access to facilities and activities to all.

- The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure, or where they are mainly outside school session times but are an essential part of the syllabus of a prescribed examination or are required to fulfil statutory duties relating to the National Curriculum or to religious education.

- All charges or requests for voluntary contributions must comply with the law.

- This policy will be implemented by the Headteacher under delegated powers from the Governing Body.

Musical Instrument and Vocal Tuition

Individual or small group instrumental music tuition, including vocal tuition, that is over and above the national curriculum is available on the school site provided by self-employed visiting instrumental tutors (VITs). Arrangements to
access this facility must be made by the student’s parents or carer directly with Mr Graham Sykes, the VIT who is now controlling the access arrangements in school, and are not the responsibility of the school. The charge for this provision must be agreed between the parent/carer and Mr Sykes. However, no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989). Most of this facility is accessed outside normal school hours.

**Public Examinations**

No charge can be made for entry to public examinations where the student is being prepared for entry to the examination by the school.

However, the cost of the examination entry may be passed to parents/carers where the student fails without good reason to meet any examination requirements for that syllabus (this will include failure to attend examinations without good reason) or those who retake examinations where the school does not hold scheduled classes.

For sixth form, all re-sit fees will be charged to the student other than in exceptional circumstances.

Examination fees may also be charged where the examination is not on the set list but the school arranges for the student to take it.

Costs for the re-scrutiny of exam results may be recharged to parents/carers.

**Books, Materials, Equipment and Ingredients**

A charge may be made for any books, materials, instruments or equipment where the child’s parent wishes him/her to own them.

A charge may also be made for ingredients and materials needed for practical subjects such as Design and Technology or Food Technology, where parents wish the student to own the finished product. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

**Education Wholly or Partly During School Hours**

When 50% or more of an activity (including travelling time) takes place during school hours no charge may be made.

However, the school may ask for voluntary contributions from parents/carers (see section on Voluntary Contributions)

**Residential Activities**

For a residential activity taking place mainly during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education, no charge may be made
either for the education or for the cost of travel, or for the cost of supply teachers to cover for those teachers who are absent from school accompanying students on the trip. This does not stop a voluntary contribution being sought (see section on Voluntary Contributions), and whilst we will try to keep costs to a minimum there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

However, a charge (not exceeding the actual cost) will be made for board and lodging, except for students whose parents can prove that they are receiving:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by HM Revenue and Customs) does not exceed the limit in the particular financial year
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit.
- The guarantee element of State Pension Credit
- An income related Employment and Support allowance

Charges for Out of School Activities

An activity that takes place outside school hours cannot be charged for if it is an essential part of the syllabus of a prescribed examination or is required to fulfil statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, both day and residential, is defined as an “optional extra” activity and can be charged for with the prior agreement of parents.

The charge in respect of a student will not exceed the actual cost of providing the activity divided equally by the number of students participating (it will not include a share of the cost of any remissions). If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

Costs will, where appropriate, include an element for travel, board and lodging, materials, books, instruments and other equipment, support staff costs, and teaching costs (where a teacher/instructor has been engaged specifically to provide the activity), entry fees, insurance and other costs.

For non-residential activities: if 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.

For residential visits: if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the
school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. (Examples may be found in the Guidance for Charging for School Activities issued by the DfE in May 2018).

Voluntary Contributions

School may ask parents and others for voluntary contributions in cash or kind in respect of activities taking place during or outside the school day.

All requests to parents for voluntary contributions will make it clear that:

- The contributions are voluntary
- The children of parents who do not contribute will not be excluded or treated any differently
- Where an activity cannot take place without some help from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

Activities not run by the School or LEA

A non-school organisation which arranges an activity to take place during school hours may charge parents who want their child to join the activity. While it is legitimate for the school to say a particular activity cannot take place if sufficient voluntary funding is not forthcoming, no student may be left out of such an activity because his or her parents cannot or will not make a contribution.

Parents who do not wish their child to attend must ask the school to agree to their child’s absence. The Headteacher must decide whether this is in the student’s best interests.

Transport to Work Experience

These costs will be paid by the student or parents/carers directly (except for statemented pupils where the statement refers to transport).

Third Party Lettings/Use of Facilities

- School facilities may be let to third parties outside normal school hours (i.e. after 5pm in the afternoon during term time and any time during school holidays). Charges may be made to cover the use of the premises and resources, heat and light, administration, wear and tear and general disturbance.
- Under no circumstances will lettings be subsidised from resources provided for students’ education.
- Facilities will only be let where they are not needed for purposes of education during that time.
The charge is negotiated between the School and the prospective tenant, in accordance with the current Schedule of Charges included in the school’s Lettings Policy.

The school must ensure that the tenant/hirer has the relevant insurances and first aid cover in accordance with the Lettings Policy and Procedures, and is aware of their health and safety responsibilities.

Further details can be found in the school Lettings Policy.

Damage to Property

The Governing Body reserves the right to ask the parents of students whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property.

All charges for income of any nature must be made through the Finance Office. Likewise, all monies received for such income must be paid to the Finance Office.

Payment through Parent Pay

Following changes made through the covid situation, all payments are now being requested through the direct Parent Pay system to avoid handling cash in school. It is expected that this will now continue for the future.

Policy Review

The efficacy of this policy will be reviewed annually by the Governing Body.

Originator: JES
Partner Governor: GS
Ratified by the Governing Body
Date of Review: April 2021
Next review: April 2022