



Charges, Voluntary Contributions, Remissions and Refunds

Date	Review Date	Coordinator	Nominated Governor
5 th April 2018	August 2019	Annette Turner	Keith Norman

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children without cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits, can make towards pupils personal and social education and as such provide without cost to all students.



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It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities.

Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents/carers when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents/carers when we make a request for voluntary contributions.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness.

We will inform parents/carer on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

We wish to work closely with the students to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

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We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents/carers;
- the responsibility of involving the students in:
 1. determining this policy with the Governing Body;
 2. discussing improvements to this policy during the school year;
 3. organising surveys to gauge the thoughts of all pupils;
 4. reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 1. visit the school regularly;
 2. work closely with the Headteacher and the coordinator;
 3. ensure this policy and other linked policies are up to date;
 4. ensure that everyone connected with the school is aware of this policy;
 5. attend training related to this policy;
 6. report to the Governing Body every term;
 7. annually report to the Governing Body on the success and development of this policy.

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- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents/carers are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents/carers and governors;
- annually report to the Governing Body on the success and development of this policy

Conditions when charges cannot be made

Charges cannot be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- part of a syllabus for an agreed examination for a pupil;
- for statutory religious education;
- for education provided on any educational visit during the school day;
- for education provided on any educational visit outside school hours;
- for the cost of supply teachers substituting for absent teachers on residential visits with pupils;
- for entry to any public examination which is on the prescribed list and in our specified curriculum;

Conditions when charges can and cannot be made

Parents/carers must be fully aware that the school or local authority:

- cannot charge for:
 1. education provided during school hours;
 2. the supply of materials, books, instruments or other equipment;
 3. education provided outside school hours if it is part of the national curriculum;
 4. entry for a prescribed public examination;

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5. transport in connection with an educational visit;
6. transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
7. transporting pupils to other premises to be educated where the governing body or local authority has arranged this;
8. transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.

▪ can charge for:

1. any materials, books, instruments, or equipment if a child's parents/carers wish him/her to own them;
2. optional extras such as:
 - education provided outside school hours that is not:
 - part of the curriculum;
 - part of a syllabus for a prescribed public examination;
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3. Damage to equipment of facilities - the school reserves the right to charge for equipment willfully damage by any person, pupil or parent/carer whilst at school on under the care of school staff off site;
4. Lunches (for students that Free School Meals does not apply)
5. Travel (Note: this is often funded via the commissioning school)

(Charging for School Activities (DfE))

Support for Parents/Carers

The Governing Body will:

- support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
 - Universal Credit
 - Income Support
 - Income Based Jobseekers Allowance,
 - Support under part V1 of the Immigration and Asylum Act 1999
 - Child Tax Credit
 - The guaranteed element of State Pension Credit

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***This list is not exhaustive**

Voluntary Contributions

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parents/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity may be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

Remissions

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours

Refunds

Refunds will be given if:

- a child is absent due to illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

Role of Parents/Carers

Parents/carers must be made fully aware of activities/items for which the school may or may not charge for.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook

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- the school website
- the Staff Handbook
- meetings with parents such as introductory, consultations and school events
- meetings with school personnel
- communications with home
- Headteacher reports to the Governing Body

Training

All school personnel:

- have equal opportunities of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - Organising an educational visit / school event
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

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- Budgeting and Financial Planning

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Annette Turner	Date:	5th April 2018
Chair of Governing Body:	Jerry Glazier	Date:	23 rd May 2018