





## The Federation of Tiverton Schools Charging and Remission Policy

Status	Statutory
Job title	School Business Manager
Nominated prime author:	John Cleaver
Policy to be implemented by:	All Staff
Review period	2 years
Date approved:	23.03.22
Signature of Co-chairs:	 

The master copy of this policy document is to be kept by the clerk to the Governors who must ensure that:

1. Relevant staff from each school and the prime author all have a copy of the policy.
2. The policy review committee will carry out the review of the policy at the appropriate time.

# CHARGING AND REMISSIONS POLICY

## Introduction

The purpose of this policy is to ensure that the educational opportunities provided at all the schools in the Federation during school hours are available to all students regardless of ability to pay and that other activities are charged in a fair and transparent way.

It is ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance “Charging for School Activities”, and compliments the school Finance Policy.

## Definition

The respective school day is defined as:

- Tiverton High School  
09.00am – 15.25pm.

Staggered lunches apply to year groups. These are between 12:10pm - 13:00pm and 13:00pm – 13:50pm respectively.

- Heathcoat Primary  
08.50am – 15.15pm  
Lunch breaks are:  
Reception – Y2      12.00pm – 13.00pm  
Year 3 – Year 6      12.30pm – 13.30pm
- Rackenford Primary  
09.00am – 12.00pm and 13.00pm – 15.25pm.

The lunch break does not form part of the school day.

## Responsibilities

The headteacher and Heads of School will ensure that staff are familiar with and correctly apply the policy.

## Policy statement

During the school day all activities that are a necessary part of the National Curriculum for compulsory school age children, necessary as part of a syllabus or for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment and transport to take students between school and the activity. Students may be given the opportunity to purchase their own set texts or revision guides, for their own use.

## Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example theatre visits, sports activities. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education.

### **Education partly during the school day**

A charge will 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 and not part of religious education.

#### A. Non-Residential

Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place outside of school hours.

#### B. Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

### **Music Tuition**

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or for a public examination syllabus being followed by the pupil(s).

In cases of hardship the respective school will consider in their absolute discretion the remission of fees (either in full or in part) for those students who they consider will benefit from such tuition.

### **Books, Learning Materials and Equipment**

The school will provide, without charge, all the books, materials, equipment and instruments required to follow the curriculum. Parents are expected to provide students with some basic equipment for their own personal use at school and at home. Parents will be informed of this in the New Student Handbook.

In practical lessons students make items that they want to take home to keep. In these cases, the school may charge for the materials used. The cost of materials will be indicated to parents in advance so that they can inform the school whether or not they wish to purchase the finished articles.

It is the schools policy to give every student the widest possible choice when preparing cooked dishes in Food Technology lessons. In this way, students are able to take account of family preferences and dietary needs. Parents are therefore encouraged to provide ingredients so that students may take home the finished dish. Basic ingredients will be provided by the school so that no student is excluded from the planned curriculum.

### **Loss and Damage**

Parents will be asked to pay for items of school property which their students lose or where students wilfully or carelessly cause damage. The school will absorb the costs of genuinely accidental damage or breakages.

### **Minibus**

Travel in the school mini-bus is free for curriculum related visits. There may be a charge to cover minibus costs incurred for non-curriculum events.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who are unable or do not wish to pay.

Parents who may qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Eligible benefits**

- 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 (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue that does not exceed the current maximum allowed;
- 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<sup>st</sup> April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).