

POLICY ON CHARGING, REMISSIONS AND VOLUNTARY CONTRIBUTIONS

INTRODUCTION

The governing body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education, and it aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school, and as additional optional activities.

This policy covers what the governing body of the school will charge for when activities take place during or out of school hours, including residential activities. It also deals with remissions and requests by the school for voluntary contributions.

List of Benefits that attract remissions	Universal Credit in prescribed circumstances; Income Support (IS); 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14); the guarantee element of State Pension Credit; an income related employment and support allowance that was introduced on 27 October 2008.	
	Charging Policy	Remissions Policy
Education provided during school hours	Education provided by the school for its registered students during school hours is provided free of charge. The school will pay for any equipment, materials, ingredients etc needed for practical studies. However, voluntary contributions will be requested, and where parents indicate in advance the wish to own the finished products then the school will charge for or require the supply of ingredients and materials.	
Education provided outside school hours	No charges will be made for education or associated incidentals provided wholly or mainly outside school hours for students where the education is provided: <ul style="list-style-type: none"> To fulfil any requirements specified in the syllabus for a prescribed examination; Specifically to fulfil statutory duties relating to the National Curriculum; or Specifically to fulfil statutory duties relating to religious education. In these circumstances the only charges which may be made relate to the cost of board, lodging and travel on residential visits.	Any family in receipt of any of the benefits listed above is entitled to claim full remission. <i>It is at the governing body's discretion to extend the remissions policy to cover other students whose circumstances warrant special consideration.</i> <i>Where the governing body remits a charge or provides a subsidy to a student, the funding will come from funds available to the governing body or from voluntary fund-raising.</i>

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	Otherwise charges may be levied to cover the costs of the activities.	
Education provided partly during school hours	<p>The following criteria will be used to determine whether an activity is during school hours or not:</p> <p><u>Non-residential activity</u> A non-residential activity is deemed to take place <u>during school hours</u> if 50% or more of the period spent on the activity occurs during school hours. Time spent on travel counts for the calculation. Where less than 50% of the time spent on a non residential activity falls during school hours the activity is deemed to take place <u>outside school hours</u>.</p> <p><u>Residential activity</u> A residential activity is deemed to take place <u>during school hours</u> if the number of school sessions missed is 50% or more of the number of half-days taken up by the activity, including travel. If the number of school sessions missed by the student is less than 50% of the number of half days taken by the activity it is deemed to take place <u>outside school hours</u>.</p>	
Board and lodging on residential visits	Where a school activity involves students in at least one night away from home the governing body is permitted to make a charge for board and lodging. However, any charge made must not exceed the actual cost of providing board, lodging and travel for an individual student.	<p>Any family in receipt of the benefits listed above is entitled to claim full remission.</p> <p><i>It is at the governing body's discretion to extend the remissions policy to cover other students whose circumstances warrant special consideration.</i></p> <p><i>Where the governing body remits a charge or provides a subsidy to a student, the funding will come from funds available to the governing body or from voluntary fund-raising.</i></p>
Individual instrumental music tuition	<p>Charges will not be made in respect of music tuition forming part of the syllabus for a prescribed public examination or required by the National Curriculum.</p> <p>Charges will be made for tuition in playing a musical instrument where the tuition is</p>	<p>Any family in receipt of any of the benefits listed above is entitled to claim full remission.</p> <p><i>It is at the governing body's discretion to extend the remissions policy to cover other</i></p>

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	<p>provided either individually or in groups of not more than four students. The charge will include the cost of the teacher giving the tuition as well as the cost of the sheet music; and may include the hire and insurance of a musical instrument.</p> <p>The charging provision does not apply to tuition in singing.</p> <p><i>Merton Music Foundation (MMF) is a third party, independent of the LEA or governing body, which is contracted by the school to arrange music lessons in the school during school hours. MMF levies charges directly on parents in return for their services.</i></p>	<p><i>students whose circumstances warrant special consideration.</i></p> <p><i>Where the governing body remits a charge or provides a subsidy to a student, the funding will come from funds available to the governing body or from voluntary fund-raising.</i></p> <p><i>If MMF is contracted any remission of charges is decided and funded by MMF.</i></p>
<p>Optional extra</p> <p>Note: An activity which takes place during school hours cannot, by definition, be an optional extra except for individual tuition in playing a musical instrument.</p>	<p>Charges will be made for all optional extras.</p> <p>The charge for optional extras cannot exceed the actual cost of providing the activity divided equally by the number of students willing to participate.</p> <p>The charges may include an element for: ☒</p> <ul style="list-style-type: none"> • A student's travel costs • A student's board and lodging • Materials and other equipment • Non-teaching staff costs • Entrance fees • Insurance costs. • Admin Charge £1.00 day trips, £5.00 residential <p>The body funding the activity is free to determine whether any charge should be made for it, and if so how much should be charged and to whom, subject to the overriding factor that the charge must not exceed the actual cost.</p>	<p><i>It is at the governing body's discretion to extend the remissions policy to cover optional extras.</i></p>
<p>Public examinations</p>	<p>No charges will be made for entering students for public examinations that are set out in regulations. However, parents will be asked to meet the costs of the following:</p> <ul style="list-style-type: none"> • Entry to non-prescribed examinations. • Entry to a prescribed examination 	<p>No remission</p>

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	<p>for which a student has not been prepared by the school – eg re-sits of public exams where no further preparation was provided by the school.</p> <ul style="list-style-type: none"> • Where a student fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee. • Scrutinising examination results where the request for scrutiny comes from the parents. 	
Transport	Parents will be asked to meet the cost of transport not provided by the school or LEA for attendance at an approved activity – eg work experience.	No remission
Breakages and fines	Parents will be asked to pay for the cost of replacing items broken, defaced, damaged or lost where this is the result of a student's behaviour.	No remission

References:

When drawing up this policy reference has been made to the following documents:

Department for Education - **Charging for school activities**

Departmental advice for governing bodies, school leaders, school staff and local authorities

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

Staff responsible	Director of Finance	Monitoring & Evaluation	Business
School Group Responsible	SLT	Governors Committee Responsible	Business
Date approved by Governors	Spring Term 2018	Review Date	Spring Term 2021