

# Goresbrook School

## Charging and Remission Policy

This policy document contains:

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3. Links to other policies
4. Key principles
5. Roles and responsibilities
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Appendices

Date policy began	September 2014	Review period	2 years
Date of last review	November 2017		
Date of last review	January 2017 (due to change of practice in relation to ParentPay)		
Date of next review	November 2019	Owner	Bardhyl Velia
Type of policy	Statutory	Approval	LGB

## 1. Introduction

- 1.1 Goresbrook School provides a free education for all of our children.
- 1.2 We do not permit charges for admissions, education provided during school hours, or outside school hours but constituting part of the syllabus. Nor do we charge for music tuition provided in the course of the curriculum that has not been voluntarily chosen by parents, or the entry of exams in normal circumstances.
- 1.3 There are occasions in which Goresbrook School does charge for certain activities (not contained within 1.2) which contribute to the broad and balanced curriculum on offer. These are called 'optional extras'. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
- 1.4 Goresbrook School is permitted to ask parents for voluntary contributions for the benefit of the school, which there is no obligation for a parent/carer to make.

## 2. Statutory framework and other guidance

- 2.1 This policy adhere to all guidance contained within:
  - DfE Guidance 'Charging for School Activities' 2014
  - Education Act 1996 (Sections 449-462) set out the law on charging for school activities in schools in England.
  - Paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

## 3. Links to other policies and practice

- 3.1 The Charging and Remission Policy should be read in conjunction with the following areas of School policy:
  - Equal Opportunities Policy
  - Educational Trips and Visits Policy
  - Curriculum documentation (including the Goresbrook Guarantee)

## 4. Principles

- 4.1 The following framework underpins the approach to Charging and Remissions:
  - Open, transparent and fair
  - Puts children's learning at the centre of every decision
  - Does everything possible to remove barriers to learning related to parental circumstances.

## 5. Roles and responsibilities for Charging and Remissions Policy

All staff	Ensure this policy and practice is adhered to at all times.
Administrators	Manage day-to-day running of ParentPay system
Local Governing Body	Considers all applications for remissions of charges through 'Supporting Achievement Fund'

## 6. Implementation

### Optional Extras

- 6.1 Goresbrook School may make a charge for the 'optional extras' listed in 6.2. In every case, the charge will cover the cost of the materials or service ONLY, and will never include cover costs for staff involved in the delivery of the activities. In the case of trips and activities, the charge per pupil will always be calculated by dividing the total cost by the number of pupils participating (irrespective of whether certain pupils are unwilling or unable to pay).
- 6.2 Optional extras may include:
- Materials, books or equipment that the child will own (e.g. calculators, uniform, revision guides)
  - Board and lodging on residential trips. This is with the exception of pupils whose parents are receiving: Universal Credit; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or 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 £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.
  - Education outside school that is not part of a syllabus or for a prescribed public examination at school
  - Individual or small group instrumental and vocal tuition, beyond what is normally offered as part of the curriculum
  - In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the final product
  - After-school clubs and activities run by external providers
  - Breakfast club before school
- 6.3 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.

### Voluntary Contributions

- 6.4 Goresbrook School is permitted to ask parents for voluntary contributions for the benefit of the school. On these occasions, it is made explicit that the contributions are entirely voluntary and if insufficient funds are raised the activity will be cancelled and all monies returned. All children are treated equally in this regard, irrespective of whether their parent/carer has made a voluntary contribution or otherwise. Parents are under no obligation to make a voluntary contribution, and if a parent is unable or unwilling to pay, their child is still given an equal opportunity to participate.

- 6.5 Activities which take place mainly during the school day and which involve a cost (e.g. a theatre visit to the school or a day visit to a museum) will only take place if voluntary contributions from parents/carers are sufficient to cover the cost, or the school is subsidising the activity.

### **Other Charges**

- 6.6 Goresbrook School reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil.
- 6.7 Goresbrook School reserves the right to recover part, or the whole cost, of lost or damaged items that are the property of the school e.g. library books.
- 6.8 In the case of 6.6 and 6.7 a letter will be issued by the finance department outlining the payments required.
- 6.9 The cost of examination entries for subjects taught within the school will normally be met by the School. The School reserves the right to recover the fee:
- In cases where candidates have failed to meet the School's entry criteria but still wish to be entered;
  - If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the School has paid an entry fee;
  - Where there is a request from the parent for additional subject entries to be made which are not supported by the School.
- 6.10 In cases where charges are to be levied parents will be advised in advance and monies collected prior to the activity.
- 6.11 Goresbrook School runs an optional breakfast club from 8am, the cost of this is £1 per child, per day. This is to cover food and staff costs to run breakfast club.
- 6.12 There is a fining system in place for frequent late pick-ups in Primary. If parents/carers collect their child more than 10 minutes late on three occasions in a half term, they are required to pay £10.00. As per the attendance policy, any further instances of lateness in that half term will incur a charge of £10.00 per occasion.

### **Remissions**

- 6.13 Requests for help from parents on income support or family credit will be considered and assistance provided within the limits of the School's budget. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Governors.
- 6.14 The Local Governing Board may remit charges in full or in part to other parents after considering other specific hardship cases.
- 6.15 Applications for remissions outlined in 6.13 and 6.14 are to be made on a termly basis via the 'Supporting Achievement Fund' process.

### **Insurance**

- 6.16 Any insurance costs will be included in charges made for trips or activities.

### **Payment mechanism**

- 6.17 On enrolment at school every family is issued with a ParentPay account. All payments for activities within school are made through ParentPay (e.g. school uniform, voluntary school trips)