Charging and Remissions Policy

<table>
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<tr>
<th>Approved by the PRU Management Committee on:</th>
<th>17 October 2019</th>
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<tr>
<td>Responsible person:</td>
<td>Fiona Ewing</td>
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<td>School’s annual review date:</td>
<td>October 2019</td>
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<td>Next review date:</td>
<td>October 2020</td>
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What this policy is about

This policy describes when we may make a charge for some activities.

Background

The management committee of our school recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The management committee wants to promote and provide these activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.
Aims

The charging and remission process aims to

- make school activities accessible to pupils regardless of family income.
- provide a process which allows activities to take place at a minimum cost to parents/carers, pupils
- and the school and which acknowledges the cost of such activities to the school’s budget.
- respond to the wide variations in family income whilst not adding unexpected burdens to the school budget

Process

The development of a range of activities forms part of the school’s forward planning and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities. This process includes a number of key factors:

- the value of certain activities in relation to the needs of the pupils
- the cost of the activity set against the educational value
- how the activity will be paid for
- the appropriate use of funds from the school budget and charitable trusts etc. available to support activities
- an assessment of whether the educational aims can be met in any other way
- an understanding of the various types of activities involved e.g. educational visits; music tuition; materials for practical work etc.
- reference to additional or hidden costs e.g. pocket money, lunch etc.
- an assessment of local facilities
- The management committee will decide for which activities the school may seek a voluntary contribution towards the costs

Charges and Remissions

The Management Committee may wish to remit in full or in part the cost of activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of the Management Committee will make authorisation for such remission.
The management committee reserves the right to make a charge in the following circumstances for activities organised by the school.

**Residential Activities**

The full cost to each pupil of board and lodging. Children whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income based Jobseeker’s Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

**Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

**Individual Instrumental Tuition**

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

**Examination Fees**

Where a student has not been prepared for a prescribed public examination by the school, the Management committee will make a charge for the cost of entering the student for the examination, as they can for entries to non prescribed examinations whether or not prepared by the school.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Management Committee may recover the fee from the parents/carers.
The Management Committee may refuse to pay for a student to enter an examination on the grounds that he/she is extremely unlikely to meet the standards required by the Examination Board. If, in the event, the student subsequently passes the examination a full refund will be given.

**Voluntary Contributions**

**D&T, Graphics, Product Design, Food Technology & Textiles** In these subjects the Management Committee may request a contribution for ingredients and materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

**Breakages/Damage/Loss** Students breaking, damaging, defacing equipment or any part of the school premises may be asked to pay for repair of the same. Charges will also be made for any equipment, books or replacement of locker keys lost by students to enable replacements to be obtained.

**Use of building/resources** City of Birmingham School will adopt charges based on those set by the LEA in relation to lettings of premises

Approved at Finance, Estates & Resources Committee on 10 October 2019

Signed: .................................
Les Lawrence, Chair of Finance Estates and Resources

Approved at PRU Main Committee on 10 October 2019

Signed: .................................
Barry Bowles, Chair of PRU Management Committee