



The English Martyrs School and Sixth Form College

Policy for Charing and Remissions

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Version	Date	Author	Note of revisions
1	31.10.2015		New policy for charging at English Martyrs
2	11.07.2018		Policy reviewed and updated in line with DFE guidance

Introduction

This policy has been formulated in accordance with sections 449-462 of The Education Act 1996 and has been written in line with revised guidance produced by the Department for Children, Schools and Families in May 2018 entitled 'Charging for School Activities.'

Aim

The aim of this policy is to set out which charges will be levied for activities, which remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Finance and Resources Committee of the School is responsible for determining the content of the policy and the Headteacher for implementation. **Any determinations with respect to individual parents will be considered jointly by the Headteacher and Finance Director.**

Prohibition of Charges

The Finance and Resources Committee of the English Martyrs School and Sixth Form College will not charge for:-

- An admission application to any state funded school – paragraph 1.9 (n) of the 'Schools Admissions Code 2012' rules out request for financial contributions as any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

The English Martyrs School and Sixth Form College **will** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional Extras.
- Music Tuition, in limited circumstances.
- Examination re-sit(s) late fee's where the entry deadline has passed.
- Community facilities

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment and accommodation and transport costs of supervisory staff on residential visits

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra. [See paragraph below]
- the cost of buildings and accommodation;
- non-teaching staff, for example:
 - NGB coaches,
 - activity instructors, etc
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It will not include therefore an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The charge will not exceed the actual cost of providing the optional extra or the board and lodging.

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.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Transport

The English Martyrs School and Sixth Form College will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

The English Martyrs School and Sixth Form College **will** charge for:

- Any other transport.

Residential Trips

The English Martyrs School and Sixth Form College **will not** charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

The English Martyrs School and Sixth Form College **will** charge for:

- board and lodging, including that of necessary supervisory staff, but the charge must not exceed the actual cost.

Where the parents of a pupil are in receipt of Income Support or Family Credit, the Directors will remit in full the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place during school hours, or where it is provided to fulfil

the requirements of a prescribed public examination, the National Curriculum or statutory duties relating to religious education.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, 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 at the school and not part of religious education.

Non residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Using the above calculation, the trip below would equate to nine half day sessions, five of which are deemed to be in school hours, i.e. more than 50%.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the trip is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the trip is deemed to have taken place outside school hours.

Voluntary Contributions

The English Martyrs School and Sixth Form College may ask parents for voluntary contributions for the benefit of the school or any school activity and will be used to cover associated costs. However;

- The Headteacher will make it clear to parents that there is no obligation to make any contribution(s). Parents will not be made to feel pressurised as contributions are not compulsory.
- If an activity cannot be funded without voluntary contributions the Headteacher will make this clear to parents at the outset
- No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit then it will be cancelled.

The Headteacher reserves the right to use the school fund to discreetly subsidise families that are genuinely unable to pay voluntary contributions.

The responsibility for determining the level of the voluntary contribution is delegated to the Headteacher.

The school will request a voluntary contribution from parents towards breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Remission of Charges

The English Martyrs School and Sixth Form College may remit in whole or in part the charges referred to in this policy in the following circumstances;

- If funding is received to cover some or all of the costs;
- If the headteacher deems that the specific needs of a child/children/family are such that remission of charges is appropriate. Such cases will be examined on an individual basis.