



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

# **Charging and Remissions Policy**

**Approved at a Full Governing Body Meeting on 13<sup>th</sup> May 2021**

**Date of Next Review: May 2022**

**Responsible Officer: Business Manager**

## CHARGING AND REMISSIONS POLICY

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### Aim

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 and/or carers.

The Governors of Benton Park School are committed to providing the best education for all our students. We will endeavour, within reason and subject to funding resources, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers for trips and activities that enhance the curriculum and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with the provisions of sections 449 – 462 of the Education Act 1996, which contains the legislation on charging for school activities in schools maintained by local authorities in England, and section 27 of the Education Act 2002, which enables governing bodies of maintained schools to provide community facilities and to charge for some of those services.

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered by the Headteacher and in the event of an appeal, a representative of the Governing Body.

## **1.0 Charges**

### **1.1 Instances where charges will not be made by the school**

The Governing Body of Benton Park School recognise that current legislation prohibits charges for the following:

- 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 student is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination re-sits if the student is being prepared for the re-sit at the school
- 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 student 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 students on a residential trip
- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational trip

### **1.2 Instances where charges may be made by the school**

#### **1.2.1 Trips, visits and activities**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs

- Extra-curricular activities and school clubs
- Any extended school activity

### **1.2.2 Music tuition and loan of instruments**

Vocal and musical instrument tuition where this is an optional extra and not part of the curriculum.

The Governors of Benton Park School recognise the educational enrichment linked to the development of musical skills to our students, both individually and to the life of the school as a whole. To support access to musical tuition the governing body has agreed to subsidise the cost of musical tuition for our students. This is on the understanding that students undertaking musical tuition contribute to the musical life of the school and participate in performing arts activities.

For 2021/22 the charges are £70 for individual lessons per term. There will be a minimum of 30 lessons during the year and the cost is spread out equally between the three terms.

Special consideration will be given to requests for tuition from parents/carers suffering financial hardship or whose child is in receipt of Pupil Premium funding, with each case being judged independently and given at the school's own discretion.

Parents/Carers are asked to make a term's commitment in advance to tuition. Parents will be invoiced termly.

Parents/Carers will be required to terminate music tuition at least one term in advance and via email to the Leader of Music, or to the Finance team on [financeteam@bentonpark.net](mailto:financeteam@bentonpark.net).

Should a student decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.

Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts.

School reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.

School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replacement/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for students' own instruments.

Further details are available from the Performing Arts Faculty. The Governors will review the charges and subsidy on an annual basis.

Charges will not be made for class music tuition during school hours.

No charge will be made for group activities e.g. school orchestras, which take place during school hours.

### **1.2.3 Examinations**

- Re-sits for public examinations where no further preparation has been provided by the school
- Examination fees where a student fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited

### **1.2.4 Property and equipment**

- Breakages and replacements as a result of damages caused wilfully or negligently by students. This includes the costs of replacing any books and/or equipment provided by school.
- Damage/vandalism/loss to and of school property.
- Books or materials where parents/carers wish the student to own the goods (such as folders to carry art or technology work; art materials for use at home; calculators and other equipment)

### **1.2.5 Printing charges**

To support with their education, every student will be given a printing allocation. .

that they can use for their school work on any of the printers in school. The cost for printing has been calculated on the cost of paper, the printer ink or toner plus the average cost of maintenance to service and repair the printers. This works out at 1p per A4 page in black and white, and 3p per A4 page in colour. The current allocation gives each student 100 pages worth of free printing in black and white on A4 paper over a year, or colour copies to the equivalent value. Students may purchase extra printing credit from the Learning Resource Centre.

Students studying examination subjects that require high levels of printing may have additional allowances for printing coursework managed through the relevant curriculum budget by the Faculty Director.

## **2.0 School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals. For the academic year 2021/22 the school meal price will be retained at £2.40.

## **3.0 Voluntary Contributions**

Parents/carers may be invited to make a voluntary contribution for any activities or provision organised for the benefit of students where it is inappropriate to make a charge. The terms of

any request made to parents/carers will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- That registered students at the school will not be treated differently according to whether or not their parent/carer has made any contribution in response to the request
- Initial letters will explain the nature of the proposed activity and its likely value in educational terms
- The letter will indicate the contribution per student which would be required for the activity to take place
- If the activity cannot be funded without voluntary contributions then this will be made clear at the outset
- If insufficient voluntary contributions are raised to fund the activity then it may be cancelled
- The responsibility for determining the level of voluntary contribution is delegated to the Headteacher

#### **4.0 Creative Arts**

In line with previous years we will be asking for a voluntary contribution of £10 from each student each academic year. This additional funding helps to ensure we can purchase the best possible materials.

Voluntary contributions for Creative Arts are currently £5 for Design Technology and £5 for Art.

Students taking Design & Technology examination subjects may be asked to contribute to the cost of the materials where the projects made are taken home.

No contribution is expected for those students who are in receipt of Pupil Premium funding.

#### **5.0 Remission**

Children who are in receipt of Pupil Premium funding (this includes all children eligible for free school meals) may be entitled to the remission of charges (or part thereof) for board and lodging costs during residential school trips plus the remission of other charges such as for technology materials. Support will be considered on a case by case basis with the aim of reducing financial barriers for Disadvantaged students.

#### **5.1 Entitlement to Free School Meals**

If you are the parent, foster parent, network family carer or guardian of children at school and you are on a low income, you could get Free School Meals.

The Government say that your children are entitled to Free School Meals if you receive:

- Income support, or

- Income-Based Job Seeker's Allowance, or
- Income-Related Employment and Support Allowance, or
- The Guarantee Element of Pension Credit , or
- Universal Credit, if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Support under part V1 of the Immigration and Asylum Act 1999, or
- Child Tax Credit, if you have an annual taxable income (as assessed by H M Revenue and Customs) which does not exceed £16,190 and you are also not entitled to Working Tax Credit
- Working Tax Credit run- on – paid for four weeks after you stop qualifying for Working Tax Credit.

Please note, families who are also entitled to Working Tax Credit do not qualify for Free School Meals regardless of their income.

Children who are still at school but receive Income Support/Universal Credit in their own right can also receive Free School Meals.

Further details can be obtained from Leeds City Council by phoning 0113 222 4404 or via their website <https://www.leeds.gov.uk/schools-and-education/apply-for-free-school-meals>

## **6.0 Individual Cases of Financial Difficulty**

- Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place
- The Headteacher may be able to agree flexible, extended payment terms
- Parents/Carers in receipt of the above benefits detailed in 5.1 will be considered as first priority for assistance
- In most cases, parents/carers will be asked to bear a proportion of the cost which is usually 50%
- All cases will be treated individually and in confidence.