



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

# Charging and Remissions Policy

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## 1. Aims

Our school aims to:

- › Have robust, clear processes in place for charging and remissions
- › Clearly set out the types of activity that can be charged for and when charges will and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities

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.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

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## 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy.

The governing board has delegated overall responsibility for monitoring the implementation of this policy to the Headteacher.

## 4.2 Headteachers

The headteacher is responsible for day to day implementation of the policy and for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. 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.

## 4.3 Staff

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

## 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

# 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

## 5.1 Education

- › Admission applications
- › 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - 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-sit(s) if the student is being prepared for the re-sit(s) at the school

## 5.2 Transport

- › Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- › Transporting registered students to other premises where the governing board or local 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 visit

### 5.3 Residential visits

- › Education provided on any visit that takes place during school hours
- › Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- › Supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Community facilities
- › Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus or to sit the examination
- › 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

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided wholly or mainly outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- › Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- › Transport (other than transport that is required to take the student to school or to other premises where the local authority or governing board has arranged for the student to be provided with education)
- › Board and lodging for a student on a residential visit
- › Extended day services offered to students (such as breakfast clubs, after-school clubs, supervised homework sessions)

When 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
- › The cost of buildings and accommodation, including any insurance and/or entrance fees
- › Non-teaching staff
- › Travel
- › Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- › The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- › If the teaching is an essential part of the National Curriculum
- › If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- › For a student who is looked after by a local authority

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 2022/23 the charges are £80 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 Student 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.

## **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **6.5 Property and equipment**

- Breakages and replacements as a result of damages caused willfully 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)

## **6.6 Printing charges**

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

## **6.7 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 £2.55.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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

## 7.1 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 Student Premium funding.

## 8. Remissions

Children who are in receipt of Student 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.

### 8.1 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>.

### 8.2 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 8.1 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.

## **10. Monitoring arrangements**

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager annually.

At every review, the policy will be approved by the governing body.