



# **Charging & Remissions Policy**

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This policy has been written following the guidelines in Sections 449-462 of the Education Act 1996 and the DfE Charging for School Activities guidance May 2018.

## Education

Longfield Academy will not charge for:

- An admission application
- 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer
- 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

Parents / carers cannot be asked for a compulsory payment for any visit that is taking place during a normal school day. Voluntary payments can be requested, but if the visit proceeds, pupils wishing to go but whose parents / carers are not prepared or are unable to pay must be allowed to attend. They cannot be subsidised by other parents / carers. If this means there are insufficient funds for the trip to go ahead, then it will be cancelled.

There may be a charge for:

- Any materials, books, instruments, or equipment, where the parent / carer wishes their child to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see page 2 and 3)

## 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. **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
  - c) Part of Religious Education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Board and lodging for a pupil on a residential visit

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
- The cost of buildings and accommodation
- Staffing costs
- 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 pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents / carers 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 cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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 prerequisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

The School may, from time to time, ask for voluntary contributions for the benefit of the school or any school activity. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents / carers at the outset. It will be made clear to parents / carers that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents / carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent / carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The policy for allocating places on school visits will be made clear at the outset.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that 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 / carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is an essential part of the National Curriculum. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## **Residential Visits**

The following will not incur charges:

- 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, 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 visit

There will, however, be a charge for:

Residential visits including study visits abroad – where at least half of the time away from home is not normal Academy time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. As an optional trip, the cost of board and lodging for the pupil can be passed on to parents / carers. All other eligible costs must be met by voluntary payments if the trip is to go ahead.

Pupils currently on free school meals or in receipt of looked after child allowance and/or receiving Pupil Premium funding may apply for financial support. The School is willing to support a child on one residential trip during their 5 years at the school.

Where a child does not meet these criteria and parents / carers are facing financial hardship they can apply to the school for financial support from charitable funds or from general fund-raising efforts.

## **Education Visit 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 can 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.

### **Vandalism or Damage to / Losses of School Property**

The School will seek to recover the cost of repairs or replacement of property from parents / carers caused by a deliberate act of vandalism or loss caused by a pupil.

### **Equipment On Loan**

The school reserves the right to charge for any equipment loaned to staff or pupils which is either not returned or is damaged.