



Regents Park Community College

Charging & Remissions Policy

Policy updated: July 2021

Policy ratified at Governors Meeting: July 2021

Policy signed by Chair of Governors: Chair of Governors

Policy to be reviewed: July 2022

Statutory

Charging Policy

Rationale

The aim of the policy is to set out the charges and remissions for school trips/visits and other school activities at Regents Park Community College and is in line with DfE guidance May 2018

Statement

The School seeks to include all students on trips/visits which form an essential part of the Key Stage 3/4 syllabus.

The Governing Body recognises the valuable contribution that the wide range of educational activities, including clubs, trips and residential experiences can make towards a student's personal and social education.

It aims to promote and provide such activities both as part of a broad and balanced curriculum for the students and as additional optional activities.

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

The Headteacher

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

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.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the policy

Where charges cannot be made

Education

Schools **cannot** charge for:

- 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 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-sit(s) if the student is being prepared for the re-sit(s) at the school

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Transport

Schools **cannot** charge for:

- 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

Residential visits

Schools **cannot** charge for:

- 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, 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 visit

Where charges can be made

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

- Certain early years provision
- 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
- Any materials, books, instruments or equipment, where the student's parent wishes him or her to own them
- Breakages and replacements as a result of damages caused wilfully or negligently by students

Music and vocal tuition, in limited circumstances

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 providing 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

Residential visits

Schools **can** charge for:

- Board and lodging on residential visits, but the charge must not exceed the actual cost.

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:

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- Education provided outside of school time that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of 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, 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
- The cost of buildings and accommodation
- Non-teaching staff
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students 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 cannot include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge can be made for the supply teachers to cover those teachers who are absent from school accompanying students 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 pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips, sports activities and after school clubs.

There is no obligation for parents to make any contribution, and no student will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

It must be made clear to parents our policy for allocating places on school visits and that a visit may be cancelled if we do not receive sufficient funds to run it.

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

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Remissions

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Student Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Students qualifying for free school meals may be offered a reduced rate for participation in reward trips and can be considered for contributions towards other charges as appropriate. Money from the Student Premium is used to support a variety of activities for students who qualify for free school meals or Ever 6.