



## **Great Torrington School**

# **Charging and Remissions Policy September 2024**

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|-------------------------|-------------------------------------|
| Approving Committee:    | <b>Resources Committee</b>          |
| Approval date:          | <b>5<sup>th</sup> December 2024</b> |
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| Staff Sponsor:          | <b>KLR</b>                          |
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| Placed on shared drive: | <b>Yes</b>                          |
| Placed on website:      | <b>Yes</b>                          |

# CHARGING AND REMISSION POLICY

## INTRODUCTION

This policy references the DfE guidance and complements the Finance Policy (18).

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However, due to the limited funds in the delegated budgets the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will review this policy annually and may amend the categories of activities which a charge may be made.

## CHARGING FOR VISITS

**All Visits.** The group leader should always ensure parents / carers are notified as early as possible with reference to:

- The total cost of the visit
- How much of the cost will be financed by the school, if any
- How much each parent will need to pay, or be asked to contribute, towards the cost of the visit
- How much spending / pocket money pupils will reasonably need (especially important for trips that involve a residential element)
- Use of any surplus funds, i.e., will they be returned to parents / carers or retained for future visits?

Early notification of the above is important as this allows parents / carers to make financial preparations. Many parents / carers find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e., transport, accommodation, food, etc. When charges are made for any activity, whether during, or outside, the school day they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot / will not. Support for cases of hardship will come through voluntary contributions or fundraising where possible, or in exceptional circumstances via contribution from the Pupil Premium (PP) budget. Full payment for all visits must be made before the visit / trip takes place unless otherwise agreed by the Headteacher and School Finance Manager

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no additional charge if most of the time to be spent on the activity falls within the school day. Conversely, if the larger proportion of time spent falls outside of the normal school day, charges can be made.

For trips which require parental payments, transaction / bank charges will be applied at 22p per instalment and 1.5% of pupil cost

For trips where ID cards are required, a charge of 50p per pupil will be applied

Cover / Supply charges will be added if external supply (additional cost) is required. This should be planned at the outset, using previous trip experience / timetables / input from the Head of Operations or Staff Deployment Officer as required.

Once the trip is complete and all income and expenditure is recorded a reconciliation will be carried out and, unless otherwise notified, surplus funds exceeding £5 per pupil will be refunded. Surplus funds less than £5 per pupil will be retained and used towards the cost of future trips.

**During Normal School Hours.** The school day is currently defined as 08:45am – 3.15pm. Lunch break does not form part of the school day. During the school day all activities which are a required as part of the National Curriculum will be provided free of charge. This includes any materials, equipment, and transport to take pupils between school and the activity. There will not be a charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school
- The examination is not on the set list, but we arrange for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or the LA originally paid or agreed to pay the entry fee

Voluntary contributions may be sought for activities during the school day, which entail additional costs, for example field trips. The value of the requested contributions should equate to the total cost of the visit, therefore if insufficient voluntary contributions are forthcoming the visit may be cancelled - parents / carers must be notified of this contingency. Pupils whose parents / carers / do not contribute cannot be discriminated against.

The budget holder for PP / Headteacher may offer to remit the full cost of board and lodging for any residential activity that:

- Takes place during school hours **OR**
- Is not an optional extra (see following section for definition)

The decision to offer to remit board and lodging costs, as above, is subject to the parents / carers of a pupil being in receipt of eligible benefits as determined below (equating to FSM eligibility) or PP eligibility.

**Outside of Normal School Hours / Optional Extras.** The school will charge parents / carers for board and lodging on residential trips/visits (the full cost) when a visit is deemed to be an 'optional extra'. For example, if it:

- Falls wholly or mainly outside school hours, i.e., a skiing trip during the school term is an optional extra
- Does not form part of the National Curriculum
- Is not part of a syllabus towards a Prescribed Public Examination

The parents / carers' agreement to meet the costs of an optional extra visit before that visit is planned in detail must always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge. If there is a specific / identified need for personal development and the pupil is identified as PP / FSM in which instance a partial payment may be agreed by the budget holder for PP / Headteacher.

## **TRANSPORT IN THE SCHOOL MINIBUS**

Pupils of the school, school staff members and parents / carers may be charged for travel in the minibus at 75p per mile. This covers basic running costs, including fuel, tyres and cleaning.

## **COACH TRANSPORT TO SPORTS MATCHES**

Pupils of the school, school staff members and parents / carers may be required to contribute towards travel to Sports Matches. Charges made may be required to cover the costs incurred by the Coach Operator; the costs will not make a profit for the school.

## **INDIVIDUAL INSTRUMENTAL TUITION**

Any instrumental tuition not part of normal peripatetic provision, will be charged to parents / carers in full by the provider. In cases of hardship the budget holder for PP / Headteacher will consider, at their discretion, the remission of fees (either in full or in part) for those pupils they consider will benefit from such tuition. Remission of fees will only apply to parents / carers who are in receipt of eligible benefits as determined below (equating to FSM eligibility) or PP eligibility.

## **INGREDIENTS / MATERIALS / EQUIPMENT (IN KIND)**

The Governing Body reserves the right to charge for ingredients, materials, or equipment, or to require them to be provided by parents / carers. In such cases the "finished product" will be deemed to be owned by the parents / carers. This is directly relevant for the cost of materials / ingredients for the following subjects: Design, Science, Catering and Art.

It is agreed pupils can pay for extra enrichment resources on the understanding that lessons in normal curriculum time should not rely on pupils possessing them.

## **BROKEN EQUIPMENT / DAMAGE TO PROPERTY**

The Governing Body will allow all departments to ask pupils and / or their parents / carers to contribute towards the cost of repairing or replacing an item when damaged or broken as a direct result of misconduct by the pupil. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

## **REMISSIONS**

The Headteacher may pay in full, or in part, the cost of any activity for particular groups of parents / carers, for example, in the case of family hardship. When arranging a chargeable activity such parents / carers will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher.

The budget holder for PP / Headteacher may remit the cost of providing School Uniform (not including Optional Uniform items) in the case of family hardship. Remission of School Uniform costs will only apply to parents / carers in receipt of eligible benefits as determined below (equating to FSM eligibility) or PP eligibility.

## **ELIGIBLE BENEFITS**

- Income based & Contribution based JSA or ESA on an equal basis
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run on
- Universal Credit