



Title and Description	Charging and Remissions Policy
Date of last review	October 2016
Approved by	Local Governing Board
To be reviewed by	Academy Trust Board
Responsibility	Academy Business Director
Review period	Three yearly
Date of next review	October 2019

Charging and Remissions Policy

1. Introduction

1. The Education Act (1996 Sections 449-462) sets out the law on charging for school activities (in schools maintained by Local Authorities in England). As an academy, Framwellgate School Durham will have due regard for national legislation in the area of charging, and will comply with the requirements as set down in the Academy funding agreement, and specifically to the DfE guidance "Charging for school activities".

2. Aims

1. This policy aims to:-
 - Clarify the position of the school regarding charging for staff, parents/carers, students and other stakeholders.
 - Promote consistency in the implementation of charging for school activities.

3. Principles

- 3.1 This policy is underpinned by the principles noted below.
 - The policy and its implementation will have due regard for the current legislative framework.
 - The policy applies to all members of the school community.

4. Implementation

- 4.1 Framwellgate School Durham will not charge for:
 - An admission application
 - Education provided during school hours, including the supply of any materials, books, instruments or other equipment, as well as transport costs for regular transporting of students to premises where the school has arranged for students to be educated (e.g. weekly College placements).
 - 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.
 - Tuition for students learning to play musical instruments if the tuition is required as 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.
 - Entry for a prescribed public examination, if the student has been prepared for it at the school.
- 4.2 Framwellgate School Durham can charge for any materials, books, instruments, or equipment, where the student's parent/carer wishes him/her to own them. Optional extras such as:
 - (a) Music and/or vocal tuition
 - (b) 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 student is being prepared for at the school; or
 - c) Part of religious education
 - (c) examination entry fee(s) if the registered students has not been prepared for the examination(s) at the school;
 - (d) transport that is not required to take the student to school or to other premises where the governing board have arranged for the student to be provided with education; and

- (e) board and lodging for a student on a residential visit
- (f) the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

4.3 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. The school will not make a profit from charging for optional extras. It must not therefore include an element of subsidy for any other students 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 students who do not wish to participate. 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. Framwellgate School Durham may ask for voluntary contributions for any school activity. However if the activity cannot be funded without voluntary contributions the governing board or Head teacher should make this clear to parents/carers at the outset. The governing board or Head teacher **must** also make it clear to parents/carers that there is no obligation to make any contribution. It is important to note that no student should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay for that activity. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents/carers at the outset what their policy for allocating places on school visits will be. When making requests for voluntary contributions to the school funds, parents/carers must not be made to feel pressurised into paying as it is voluntary and not compulsory.

The school may exempt parents/carers from paying for an activity or subsidise such payments depending on individual circumstances. For example, if they are in receipt of the Pupil Premium Grant, or are suffering from hardship. This will be assessed on a case by case basis.

An examination entry fee may be charged to parents/carers if:

- The student was not prepared for it at the school;
- The examination is not on the set list but the school arranges for the student to take it;
- A student fails without good reason to complete the requirements of any public examination where the governing board originally paid or agreed to pay the entry fee.
- The exam is a re-sit;
- A student misses a public examination because of an unauthorised absence taken during school time (e.g, a holiday).
- If a student misses an essential element of their course due to an unauthorised absence (e.g, holiday) during school time the school reserves the right to charge for the supervision time needed for the student to catch up the missed element. For example, a Controlled Assessment requiring staff supervision.

5. Monitoring & Evaluation

5.1 This policy will be reviewed every three years in line with the cycle of whole school improvement planning, by the local governing board. The review will be led by the appropriate member of the Senior Leadership Team. Monitoring of the impact of this policy will be linked to established processes of self-evaluation and quality assurance.