

Agreed at Staffing, Finance and Premises Sub-committee 11/02/19  
Agreed at full Governing Body meeting 04/03/19



# **Monkseaton Middle School**

## **Charging and Remissions Policy**

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The Governing Body is committed to the general principle of free school education. It recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a student's education residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school. The Governing Body reserves the right to make a charge for the certain activities which may from time to time be organised by the school.

This policy complements the information given in Chapter 23 of A Guide to the Law for Pupil Governors 1 . The law on charging for pupil activities is set out in Sections 449462 of the Education Act 1996. *A Guide to the Law for Pupil Governors can be viewed/downloaded at <http://www.governornet.co.uk>*

The school governing body cannot charge for:

- an admission application to the school;
- Basic 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;
- tuition for pupils 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 pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

**The school can charge for:**

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him to own them and they are not ordinarily provided by the school;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below).

## **Residential Activities Held During School Hours**

Charges may be made for the board and lodging and travel element of those residential activities which take place during school hours.

### **Activities partly during school hours:**

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is often applied:

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for; and
- **Residential Activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity. When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

### **Transport:**

The School cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

## **Activities Held Out of School Hours**

These will sometimes include day and residential experiences. Charges may be made for these activities except where they are provided to fulfil statutory duties relating to the National Curriculum.

## **Voluntary Contributions**

The school is entitled under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. Legislation states that: 'If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. The School must ensure 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'.

The Headteacher and governing body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

When the school informs parents/carers about a forthcoming visit/cost they should make it clear that parents/carers who can prove they are in receipt of the specific benefits will be invited in confidence for the remission of charges in full or in part and is at the discretion of the Headteacher.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.
- Guidance on how to check the eligibility (for remission of charges) of children whose families received tax credits can accessed via the teacher net website at [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

### **Breakage and Damage to School Property**

The Governing Body reserves the right to request payment from parents where their children have caused breakages or damage to school property where this is as a result of the student's behaviour.

### **Lettings**

The Governing Body reserves the right to let internal and external areas of the school for community and public use. The lettings fees charged will at a minimum reflect any expenses incurred for running and staffing costs. Further details can be found in the Lettings Policy

### **Policy Review**

This policy will be reviewed on a regular basis by the Governing Body Finance Committee