



## Charging and Remissions Policy

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### Status

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## Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

### *“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

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### 1. **Rationale**

The purpose of this policy is to ensure that all pupils have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities. Stone Bay School recognises the contribution that a wide range of additional activities, including clubs and visits, can have on a students' personal and social development. Our aim is to provide such opportunities for our students.

The school day is defined as 9:00 am to 3:30 pm.

Residential hours are defined as 3:30 pm to 09:00 am.

### 2. **Legislation & guidance**

This policy is written with reference to the following documents:

- Education Act 1996
- Education (School Sessions and Charging and Remissions Policies) (Information) (England) Regulations 1999

- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The School Information (England) Regulations 2008 (as amended)

This policy should be read in conjunction with the schools:

- Finance Policy
- Lettings Policy
- Anti-Fraud, Bribery and Corruption Policy
- Schools Complaint Policy

### 3. **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### 4. **Roles and Responsibilities**

#### 4.1 **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 the policy.

#### 4.2 **Headteacher**

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

#### 4.3 **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 **Parents**

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### 5. **Admissions**

There is no charge for admissions.

### 6. **School Meals**

There is no charge for students who are entitled to free school meals or to our residential students. Students who are not entitled to free school meals must pay a fee of £2.30 per meal (as at September 2023).

## 7. **Examinations and Accreditation**

There is no charge for examinations or accreditation schemes as part of the school curriculum or within residential hours for our residential students.

## 8. **Charging for Activities**

In all cases, should there be a cost they will be made clear to parents before an activity takes place.

There are no charge for activities that take place during school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the student is being prepared for by the school

We may charge for:

- books and materials that the parent wishes their child to keep
- optional extras
- music or vocal tuition
- If cooking a whole meal, parents who either send in a packed lunch or buy a school meal will be charged the cost of a school meal. Those in receipt of free school meals will not be charged but may be asked for a voluntary contribution.

Should parents request additional activities, which are not part of the school's normal curriculum e.g. specific music tuition, a charge may be incurred.

## 9. **Activities that take place outside of school hours (residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the student is being prepared for by the school

## 10. **Optional Extras**

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the school curriculum
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
- examination entry fee(s) if the registered student has not prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- board and lodgings for a student on a residential visit.

### 10.1 **Charging for Optional extras**

The headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra

activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required from other parents for any pupils participating in the activity whose own parents are unwilling or unable to pay the full charge.

When 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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers, engages specifically to provide the optional extra.
- the cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing musical instrument, where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charge. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 11. Residential Activities

The school will not charge for:

- education provided on any visit that take place outside of school hours if it is part of the school curriculum, or part of a syllabus for a prescribed public examination
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours

The school may charge for board and lodgings when a visit has been organised by the school where there may be a cost for board and lodgings, parents will be informed in order to decide whether their child can participate prior to the visit taking place. The school will charge anything up to the full cost of board and lodging on residential trips. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

## 12. Travel

There is no charge for transport during school hours to school-organised activities. Travel charges may apply when a residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

## 13. Music Tuition during school hours

The school follows government legislation that states that all education provided during school hours must be free. However, music lessons are an exception to this rule. Charges will be made if the teaching is not an essential part of either the national curriculum or a public syllabus being followed by the student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound principles) to play a musical instrument. The cost of these lessons may depend on the size of the class as well as the type of instrument. The school will not charge if the music tuition is part of the national curriculum or public examination syllabus being followed by students. This includes instruments, music books and examination fees.

The school is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for students on free school meals.

There is no charge for vocal or instrumental tuition for students in care. This includes instruments, music books and examination fees.

#### 14. **Damage to property and breakages**

Where school property has been wilfully damaged by a student, on rare occasions the school may request a contribution from parents of those responsible for some of the cost of repair or replacement. This cost will usually be minimal and is intended to illustrate to pupils that such acts have consequences.

Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the headteacher and will be dependent on the situation.

#### 15. **Remissions and concessions**

The school will give consideration to the remission of charges to parents who receive the following support payments:

- Income support
- Income based job-seekers allowance
- Income related employment and support allowance
- Support under part VI of the immigration and asylum act 1999
- The guaranteed element of pension credit
- Child tax credit - provided you are not also entitled to Working Tax Credit and have a annual gross income of no more than £16,190
- Working tax credit run on - paid for 4 weeks after you stop qualifying for working tax credit
- Universal credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you received)

Students from families who are in receipt of these payments are also entitled for free school meals. Parents who are eligible for remission of charges will be dealt with confidentiality. The headteacher and/or chair of governors will authorise the remission of charges. The school may choose to subsidise part of the payment of some charges for certain activities and students, and this will be determined by the governing body and headteacher.

#### 16. **Pocket money**

As agreed pre-admission, all parents of **residential** students are asked to contribute to weekly pocket money for their child. this will be used to fund/part fund:

- Off-site activities which are not part of the set curriculum
- Refreshments outside of normal meals eg confectionery during off site activities
- Personal items e.g. magazines, hygiene products

The current requested amount is £10 per week for residential students.

All pocket money will be paid into the schools bank account and be distributed to each residential area. Records of expenditure for each student will be kept and are available for parents to see at any time. Statements of pocket money are sent to parents regularly. Parents are expected to ensure their child's pocket money account is kept in credit.

#### 17. **Voluntary contributions**

The school, school governing board, or local authority may ask for voluntary contributions to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent to make a contribution and the school will in no way pressure parents to contribute.

#### 18. **Inability or unwillingness to pay**

The school is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the student or parents of the student who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### 19. **Safeguarding, equality and equal opportunities statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay Schools aims to:

- foster good relationships and create effective partnerships with all sections of the community
- ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated.

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.



10. **Monitoring arrangements**

The Governing Body monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually.