



# West Kirby Grammar School

## Charging and Remissions Policy

### Aims

West Kirby Grammar School aims to have robust, clear processes in place for charging and remissions and clearly set out the types of activity that can be charged for and when charges will be made.

### Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for School activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for School activities in England. Academies are required to comply with this Act through their funding agreements.

### Definitions

Charge: a fee payable for specifically defined activities

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

### Roles and responsibilities

#### The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.

Monitoring the implementation of this policy has been delegated to the Business Manager.

This policy will be reviewed annually.

#### 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

Our staff are responsible for implementing the charging and remissions policy consistently.

They are responsible for notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

#### Parent/Carers

Parent/Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

The current policy adopted by the Governing Body is set out below. The policy is split into the main sections where charges may apply.

### Education

#### Where charges cannot be made;

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, a specification for a prescribed public examination School or Religious Education.

#### **What the School can charge for;**

Any materials, books, instruments or equipment, where the child's Parent/Carer wish him or her to own them.

Education provided outside of School time that is **not part** of the National Curriculum, a specification for a prescribed public examination or Religious Education (an optional extra).

The entry fee for examination of any pupil who, in the Headteacher's judgement, has not prepared her/himself adequately by effort or study, or of any pupil who, without adequate reason, does not sit an examination for which they have been entered. A charge **will** be made for resit examinations.

Use of community facilities.

### **Residential visits**

#### **Where charges cannot be made;**

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, a specification for a prescribed public examination that the pupil is being prepared for at the School, or Religious Education.

Supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential visit that **is not** an optional extra.

#### **What the School can charge for;**

We will charge for board and lodging on residential visits.

If the residential visit is an optional extra so an activity provided **outside of School time or in Activities Week** that is **not part** of the National Curriculum, a specification for a prescribed public examination or Religious Education then the following charges can apply:

Teaching staff engaged under contracts for services purely to provide the optional extra (including supply teachers engaged specifically because of the optional extra).

Non-teaching staff.

Transport.

See Optional extras for more detail.

### **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the School can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of School time that is not part of the National Curriculum, a specification for a prescribed public examination or Religious Education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School

Transport (other than transport that is required to take the pupil to School or to other premises where the Academy/Governing Body has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit.

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

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

Parent/Careral agreement is necessary for the provision of an optional extra which is to be charged for.

## Voluntary contributions

As an exception the School is able to ask for voluntary contributions from Parent/Carers to fund activities **during School hours** which would not otherwise be possible.

Activities for which the School may ask Parent/Carers for voluntary contributions include School trips and sports activities.

**There is no obligation for Parent/Carers to make any contribution, and no child will be excluded from an activity if their Parent/Carers are unable to pay.** If the School is unable to raise enough funds for an activity or visit then it will be cancelled.

## Remissions

Parent/Carers in receipt of the following benefits will be **exempt from paying the cost of board and lodging for residential trips** deemed to take place during School hours:

Universal credit in prescribed circumstances

Income Support

Income Based Jobseekers Allowance

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 £16,105

The guarantee element of State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

If a Parent/Carer wishes to claim remission of charges, they should contact the Headteacher, in confidence, who will confirm eligibility and the total remission provided.

Please note that Sixth Form students in receipt of Bursary will be expected to utilise this funding to meet such costs. Each request will be assessed on an individual basis should they contact the Headteacher in confidence.

For **high cost optional extra trips**, such as a ski trip taking place in the Easter holiday, it is **highly unlikely** that remission for charges can be provided as the School would be unable to subsidise the high cost of an individual place.

The Governors acknowledge that on occasion, a family may be experiencing short term financial difficulties but is not in receipt of Free School Meals. Families in this situation should contact the Headteacher, in confidence, if they are struggling to fund the cost of a trip, who will consider whether they are able to provide any financial assistance towards the costs.

### **Refunds**

The School aims to operate all chargeable activities at nil cost in order that Education Skills and Funding Agency funding can be prioritised to teaching and learning for students; however the School fully meets the Department for Education 'Charging for School Activities' guidelines and respects that voluntary contributions may only be requested in certain circumstances.

The School encourages Parent/Carers to make voluntary donations to the School Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non-refundable deposits) Parent/Carers are requested to contribute the amount to School Fund.

Parent/Carers will be notified of any unexpected surplus of £10 or more per student (excluding non-refundable deposits) and may request a refund within 20 working days of being notified.

In the event that Parent/Carers do not respond within 20 working days it will be deemed that they have consented for the refund to be donated to the School Fund.

Any unexpected surplus of less than £10 per student (excluding non-refundable deposits) will be deemed to be donated to the School Fund. The wording to be used to notify Parent/Carers is shown in Appendix A.

<b>Administration Use:</b>	
<b>Statutory/Non-Statutory:</b>	Statutory
<b>Website:</b>	Yes
<b>GB Committee:</b>	Finance
<b>Document Formulated:</b>	March 2018
<b>Review:</b>	Annually
<b>Date Reviewed by Committee:</b>	21 March 2018
<b>Reviewed Document Adopted by FGB:</b>	28 March 2018
<b>Next Review Date:</b>	March 2019

## Wording for Trip Letters

*To be included as standard in letters to Parent/Carers for trips taking place during School hours, where a voluntary contribution is requested, example: Trip to a local Museum/Art Gallery*

Dear Parent/Carer

The School is organising a [Trip/Visit/Practical Activity] to [place] on [date(s)].

The cost of the trip is £XX which will cover transport, ticket prices, staffing and administration costs.

A voluntary contribution is requested from Parent/Carers. However, please note that if insufficient voluntary contributions are raised to fund the trip, or the School cannot fund it from some other source, then it will be cancelled.

Pupils are reminded that only those who display exemplary behaviour prior to the trip, will be allocated a place.

Payment for this [Trip/Visit/Practical Activity] should be made by [date].

OR...

Optional paragraph – Payment may be made in full, or you may pay for this [Trip/Visit/Practical Activity] in instalments if you prefer. Payments must be received on or by the date as set out in the instalment schedule below –

Payment 1	£XX	dd/mm/yyyy
Payment 2	£XX	dd/mm/yyyy
Payment 3	£XX	dd/mm/yyyy
Final payment	£XX	dd/mm/yyyy

Please make your payment(s) for [trip/visit/activity name] to the School Finance Office or via our online payment system at [www.scopay.com](http://www.scopay.com). There is also a link to Online Services at the bottom of our website. If you have not set up an account with you will need to do so before you can make payment, please refer to the letter received previously quoting your username and password or contact a member of the Finance Office if you need assistance with this.

Name \_\_\_\_\_ Form \_\_\_\_\_

- I wish my child to take part in the proposed visit to (place) on (day/month/year).
- I agree/ do not agree to pay the voluntary contribution of £XX

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(By the Parent/Carer)

Please return the reply slip to a member of the Finance Office.

***To be included as standard in letters to Parent/Carers for optional extra trips that are wholly outside of School hours, example: Trip to a local Dance/Theatre evening event***

The cost per student for the trip is £X. This trip is provided as an optional extra. The full amount must ultimately be paid in order for your child to be eligible to attend.

***To be sent to Parent/Carers, by the trip organiser, in the event of the activity making an unexpected surplus of £10 or more per student***

Dear Parent/Carer

The recent [Trip/Visit/Practical Activity] to [place] on [date(s)] has made an unexpected surplus of £X per student.

The School encourages Parent/Carers to make voluntary donations to the School Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non-refundable deposits) we would appreciate your agreement for this amount to be contributed to School Fund.

In accordance with our Charging and Remissions Policy please can you respond stating whether you wish to receive a refund or whether you would like to contribute the amount to the School Fund. In the event that you do not respond within 20 working days it will be deemed that you have consented for the refund amount to be donated to the School Fund.