

Education Services

CHARGING AND REMISSIONS POLICY & PROCEDURE

Policy Control/Monitoring

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 1 of 9

Version:	1.0
Approved by: (Name/Position in Organisation)	Carole Harder
Date:	
Accountability: (Name/Position in Organisation)	Chief Executive, Percy Hedley Foundation
Author of policy: (Name/Position in organisation)	Dr Sue Fisher Executive Headteacher
Date issued:	October 2016
Revision Cycle:	Annual
Revised (Date):	
Target audience:	Education staff
Amendments/additions	
Replaces/supersedes:	All previous policies and procedures

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 2 of 9

Associated Policies: (insert hyperlinks)	
Associated National Guidance	Charging for School Activities DfE 2014 Education Act 1996 Section 449 - 462
Document status	This document is controlled electronically and shall be deemed an uncontrolled document if printed. The document can only be classed as 'Live' on the date of print. Please refer to the staff login section of the internet for the most up to date version.

Equality Impact Assessment

This document forms part of Percy Hedley's commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:

Role	Responsibility
Chief Executive	Overall responsibility to ensure this policy conforms to current guidelines and best practice. Ensuring resources and infrastructure are available to allow its implementation.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 3 of 9

Director of Human Resources Department	Ensure effective implementation of this policy. Ensure a current list of all policies is available to all staff. Review dates of policy reviews and notify accountable person of policy.
Head of Service/Head of department	Ensure effective implementation of this policy. Ensure a current list of all policies is available to all staff. Review dates of policy reviews and notify accountable person of policy.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 4 of 9

CONTENTS

1. Introduction:

This policy has been formulated in accordance with guidance from the DfE and Local Authorities on Charging for School Activities (Charging for School Activities 2014).

2. Purpose:

The aim of this policy is to provide guidance for staff, parents and other stakeholders on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Definitions:

Term	Definition
Charge	To impose on or ask of someone a payment or fee.
Remission	To waive or remove payment for something that would normally incur a charge.

4. Roles and Responsibilities;

The Governing Bodies of the Schools and College are responsible for determining the content of the policy together with the Executive Head and Heads of Service. The Executive Head and Heads of Service are also responsible for implementing the policy and for agreeing any individual conditions with respect to specific families.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 5 of 9

5. Procedure:

5.1. Prohibition of Charges

The Governing Bodies of the Schools and College recognise that legislation states schools cannot charge for the following:

- an admission application to any maintained school;
- education provided during school or college hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside of school or college hours if it is part of the National Curriculum or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- entry for a prescribed public examination if the pupil has been prepared for it at school or college;
- examination re-sits if the pupil is being prepared for re-sits at school or college;
- education provided on any trip that takes place during school or college hours;
- education provided on any trip that takes place outside school or college hours if it is part of the National Curriculum, part of a syllabus for a public examination that the pupil is being prepared for at school /college or part of religious education;
- supply staff to cover for those who are absent from school or college accompanying pupils on a residential trip;
- transporting registered pupils to or from the school or college premises, where the Local Authority has an 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 provided in connection with an educational trip.

5.2. Charges for Optional Extras:

Charges may be made for some activities known as 'optional extras'. Parents and carers must agree to their child or young person participating and be willing to meet any charge for providing materials, books or equipment. These 'optional extras' may include:

- board and lodging on educational visits;

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 6 of 9

- the proportionate costs for an individual pupil of activities wholly or mainly outside of school hours that are not linked to the National Curriculum. These may include travel, materials and equipment and non-teaching staff and teaching staff engaged purely to provide an optional extra;
- any other education or transport unless charges are specifically prohibited;
- breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- extra-curricular activities and school clubs.

5.3. Residential Visits:

These require pupils and students to spend one or more nights away from home and may form part of the curriculum pathways for some children and young people attending PHF Educational Services. There may also be opportunities for non-curriculum based residential visits which aim to support independence and social skill development.

The cost of board and lodgings for visits may be charged to parents and carers of participating pupils but will not exceed the actual cost per pupil.

5.4. Summer School:

Percy Hedley School and Northern Counties School offer a two week summer school during the July – August break. Parents and families must apply for placement which may be on a day or residential basis. The cost is met by families themselves or through Social Services funding and will be discussed on an individual basis at the time of application.

5.5. Voluntary Contributions:

Parents and carers may, at the Executive Head's or Heads of Services' discretion, be invited to make a voluntary contribution for activities which are used to expand and enrich children's and young peoples' experiences, such as trips or workshops.

Any request made to families will make clear:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay;
- that registered pupils and students will not be treated differently according to whether or not their parents' have made any contribution in response to the request;

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 7 of 9

- that if insufficient voluntary contributions are raised to fund a visit and the school or college cannot fund it from another source, it will be cancelled.

The level of voluntary contribution is the responsibility of the Executive Head or Heads of Service.

Voluntary contributions will be used to defray some or all of the cost of such activities (whether in relation to the specific activity for which the request has been made or to such activities in general).

When making requests for voluntary contributions, parents and carers will not be made to feel pressurised into paying. We will not send colour coded letters as a reminder to make payments or use direct debits or standing order mandates when requesting contributions.

5.6. School/College Meals:

School meals are currently part of the educational package for all pupils. This may be subject to periodic review.

5.7 Music Tuition:

All school pupils participate in music as part of their curriculum. There is no charge for this.

Where music therapy is available, this is currently subsidised by the school but this may be subject to review.

5.8 Remissions:

Parents and carers on low incomes or experiencing financial hardship will be informed of any support available to them when being asked for contributions towards the cost of school activities as listed above.

If a charge is to be made for a particular type of activity, for example, optional extras, parents and carers need to know how the charges will be worked out and who may qualify for help with the cost (or even get it free). This information will be made available to parents and carers at the time of the request.

If charges are to be waived for a particular activity, this will be fully explained to parents and carers. For example, an optional extra may be offered free of charge to parents in receipt of certain benefits.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 8 of 9

When parents are informed about possible charges which may be significant (e.g. board and lodgings for residential visits), it will be made clear that those who can prove they are in receipt of benefits will be exempt from the cost. Benefits may include:

- Income Support
- Job Seekers Allowance
- Child Tax Credit

Each case will be treated in confidence and with discretion.

6. Monitoring & Review

Overall responsibility for the operation of the policy and procedure lies with the Chief Executive. The effectiveness of the policy and procedure will be formally reviewed and monitored as a minimum on a 12 monthly basis, to ensure that it continues to meet the requirements of The Foundation, the specific service areas and that it reflects best practice and statutory legislation as appropriate.

Charging and Remissions Policy/procedure:	Issue date: October 2016	Version No: 1.0
Status: <i>Approved</i>	Review date: February 2017	Page 9 of 9