

EDUCATION SERVICES

CHARGING AND REMISSIONS POLICY

POLICY & PROCEDURE

Charging and Remissions	Issue date: August 2016	Version No: 1.0
Status: <i>Approved</i>	Review date:	Page 1 of 8
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Policy Control/Monitoring

Version:	1.0
Approved by: (Name/Position in Organisation)	Lynn Watson Director of Education
Date:	11 July 2016
Accountability: (Name/Position in Organisation)	Director of Education
Author of policy: (Name/Position in organisation)	Lynn Watson Director of Education
Date issued:	11-08-16
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Associated Policies: (insert hyperlinks) Associated National Guidance	Residential Visits Out of School Activities
Document status	This document is controlled electronically and shall be deemed an uncontrolled documented 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. As part of its development this document and its impact on equality has been analysed and no detriment identified.

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Version Control Tracker

Version Number	Date	Author/ Title	Status	Comment/Reason for Issue/Approving Body
1	11/08/16	LW	D of E	Update

Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:-
(add/delete as appropriate)

Role	Responsibility
Chief Executive	Overall responsibility
Director of Human Resources Department	-
Head of Service/Head of department	Implementation
Training Development Officer	-
Quality Manager	
Health and Safety Manager	-

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Lead Nurse	-
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Introduction

The Education Reform Act 1988 states that there are no statutory requirements to charge for any form of educational activity. The principle is that of free education.

Principles

To identify and clarify those areas where schools/college may either charge or seek financial contributions from parents/carers.

The Governing Bodies of Percy Hedley Education Services are sympathetic to the letter of the law as outlined below, but also wish to support the school/college in its policy of providing educational visits and having educational visitors into school/college. This is seen as vital in extending the educational provision in school/college.

Unfortunately, the finance received by school/college is not sufficient to provide for this element of education. The Governing Bodies, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of child/young persons' education to continue.

The following are the main areas of additional activities which Percy Hedley attempts to provide, together with our legal and moral position regarding their funding.

Residential Visits

Defined as – 'One which requires the child/young person taking part, to spend one or more nights away from their usual overnight accommodation' – Part vi, Chapter iii, 462 1996 Education Act.

- 1 The school/college may charge parents for the cost incurred for board and lodgings for residential visits.
- 2 Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below)
- 3 Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of child/young person willing to participate.
- 4 The cost for residential trips can include an appropriate element for:
 - travel costs
 - board and lodging

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- materials, books, instruments and other equipment
 - non-teaching staff costs
 - both teaching and non-teaching staff board and lodging costs
 - entrance fees to museums, castles, theatres, etc.
 - insurance
- 5 Full remission for board and lodging may be given where parents are in receipt of one or more of the following:
- income support
 - family credit
 - an income based job seekers allowance
 - disability allowances

Non-Residential Visits

Trips within school/college, time and/or visitors into school/college:

- 1 A charge may be made for visitors or non-residential activities taking place during school/college hours.
- 2 An activity is deemed to take place during school hours if 50% or more of the time occupied by that period, together with any connected travel time falls during school/college hours.

School/College hours do not include the break in the middle of the school/college day.

Non-Residential Activities

Trips outside school/college time (optional extras):

- 1 If the visit takes place outside school/college hours, school/college may charge parents for travel and other expenses.
- 2 A charge will be made for optional extras.
- 3 Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below).
- 4 Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate. Nor in cases where a small proportion of the activity takes place during school/college hours, may it include the cost of alternative provision for those pupils who do not wish to participate.
- 5 The cost can include:
 - travel costs
 - materials, books, instruments and other equipment

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- non-teaching staff costs
- insurance costs.

Practical Subjects

Practical subjects such as sewing, art and baking require substantial levels of consumable resources. Parents may be charged for or required to supply ingredients and materials if they have indicated in advance a wish to own the finished product.

Tuition in the playing of a musical instrument

- 1 A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school/college hours, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.
- 2 School/college will charge individual parents for any hire charges incurred.
- 3 Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a child/young person is given that tuition.

Transport

No charge shall be made in respect of transport provided during school/college hours by the school/college where transport is incidental to a child/young person's education. A charge will be made for any transport incidental to an option extra activity.

Voluntary Contributions

- 1 Voluntary contributions may be sought from parents for any school/college activity.
- 2 Any request for a voluntary contribution will make clear:
 - that there is no obligation to contribute
 - that a child/young person will be treated equally, regardless of any contribution received
 - the contribution per pupil which is required in order that the activity takes place
 - the implication of possibly cancelling the visit or activity if sufficient contributions are not received.

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3. Where major expense is involved or when deposits have to be paid by the school/college to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded to parents if the school/college or relevant outside agency decided to cancel the event.

Monitoring & Review

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

The below table outlines the monitoring and compliance requirements of the procedure:

Element Monitored	Lead Person	Tool	Frequency	Reporting Arrangement	Lead Person - Act on Recommendation	Lead Person – Dissemination of Lessons Learned
<i>E.g. Adherence to policy</i>	<i>Policy Author</i>	<i>Audit</i>	<i>Annually</i>		<i>Policy Author</i>	<i>Policy Author</i>
Update of policy	LW	Review	Annually	Govs.	SF	Executive Headteacher

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