

Policy adopted: January 2012  
Policy reviewed: June 2019  
Due to be reviewed: June 2020  
Designated SLT Link: Colin Belford  
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Finance and Staffing Committee



### **Charging and Remissions Policy**

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as the activity is not an essential part of the National Curriculum or part of religious education. Activities which are an essential part of the syllabus for a prescribed public examination that the student is being prepared for at the school will be provided free.

The purpose of Archway's policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day for the purposes of this policy is defined as: 8.45am – 1.30pm and 2.05pm – 3.05pm.

It is recognised, however, that many educationally valuable activities are dependent on voluntary contributions in whole or in part from parents. The school's aim is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all students are able to take part, irrespective of their circumstances.

#### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of compulsory charge. This includes any materials, equipment and transport to take students between the school and the activity.

Charges will be made for teaching an individual student or groups of up to four students to play a musical instrument provided that the tuition is provided at the request of the student's parent/carer, unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

Voluntary contributions will be sought for activities during the school day which entail additional costs. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a voluntary contribution. However should there be insufficient voluntary contributions then the trip/activity may have to be cancelled.

There will be a charge made for materials used in Design Technology subjects (RM, Food, Textiles, etc) during the school day where a student wishes to keep the item they make.

There will be no charge for any examination or essential activity followed as part of an examination course unless:

- the student was not prepared for it at this school
- a student fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee
- where it is considered that there are educational reasons why the student should not be entered but where the parents have requested in writing that their son/daughter be entered

The school will pay for one resit of a prescribed examination/module test where a syllabus has been followed

### **Optional activities outside of the school day**

The school will charge for optional, extra activities provided outside of the school day over and above those required by the examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board, lodging and transport. Other charges will be made to cover other costs and in such cases parents will be told how the charges were calculated.

Parents/carers on low incomes or in receipt of the following benefits will be exempt from paying the cost of board and lodgings for residential trips that are an essential part of the syllabus.

- Income Support
- Income-based Jobseeker's 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're not also entitled to Working Tax Credit and have an 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 get)

Evidence of the receipt of benefits will need to be provided to the Finance Office and will remain confidential.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Responsibilities**

Headteacher

Business Manager

All Staff

### **Further References**

Finance Policy

Safeguarding Policy

Equality Policy