



## **CHARGING AND REMISSIONS POLICY**

### **Rationale**

The School wishes to provide for all students the best possible educational opportunities available within its allocated budget. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the School warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent in whole or in part on financial contributions from parents/carers. Without that financial support, the School would find it quite impossible to maintain the quality and breadth of the educational programme provided for students. The School's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain students. The Governing Body of Cirencester Kingshill School has decided that until further notice its policy will be as follows:

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 cannot. The method of calculating charges is reviewed annually by the School Business Manager.

### **Statement of Intent**

Cirencester Kingshill School is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

### **Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2024) 'Governance handbook'
- The trust's Funding Agreement
- ESFA Academy Trust Handbook 2024

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Data Protection Policy
- Freedom of Information Publication Scheme
- Finance Policy and Procedures
- Educational Visits Policy

- Lettings Policy
- Anti-Fraud and Corruption Policy

## **Roles and Responsibilities**

The Board of Trustees will be responsible for:

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The Headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The Business Manager and the Finance Officer will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

## **Charging for Education**

The school will not charge for:

- Admission applications
- 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, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of RE
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination resits, if the student is being prepared for the resits at the school
- The teaching of music tuition if the teaching is an essential part of the national curriculum.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extras
- Music tuition
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

## **Optional Extras**

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - Part of RE
- Examination entry fees where the student has not been prepared for the examinations at the school

- Transport, other than that required to take the student to school or to other premises where the trust board has arranged for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. A subsidy will not be charged for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, when requested, parents will be informed of how the charge will be calculated

## 1. **Bursaries (Remissions)**

Children for whom the School receives Student Premium funding, or whose parents/carers are in receipt of any of the following financial support, will be entitled to a bursary in respect of the visits/activities covered under sections 2, 3, 5 and 6, below.

- 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 are 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)

Such children will also be entitled to a bursary for school trips or activities that are directly related to a Key Stage 4 course they are taking and extra-curricular clubs that are part of the school Extend programme. A letter will be sent home by the Trip Organiser or Head of Faculty or Head of Department detailing the costs, including a separate letter containing the details of the bursary available and how to apply for it.

The bursary available will be for 40% of board and lodgings, whichever is the greater of the cost of the visit/activity. Application for a bursary should be made in confidence to the Finance Office by the specified deadline for each individual visit/activity.

## 2. **Day Visits**

For visits occurring during school time the School will invite a voluntary contribution from parents/carers to meet costs. Under the 1988 Education Reform Act there is no limit to the level of voluntary contribution which

parents/carers or others can make to school activities. Normally a request for a voluntary contribution will be for a specified amount, sufficient, if all participants pay, to cover the costs of the visit.

For visits outside school time parents/carers will be charged for all allowable costs, which could include:

- The student's travel and subsistence costs;
- Materials, books, instruments and other equipment;
- Non-teaching staff;
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity;
- Entrance fees to museums, castles, theatres, etc.;
- Insurance costs.

The activity would only go ahead if it were financially viable for the School.

### **3. Residential Visits During School Time**

The School will invite voluntary contributions from parents/carers to meet costs other than children's board and lodgings. Parents/carers will be charged for the full cost of children's board and lodging.

### **4. Residential Visits Outside School Time**

N.B. A visit is deemed to be outside school time if the number of half days spent on the visit exceeds the number of half days a student would have spent in school.

Parents/carers will be charged for the full cost of the visit, including all allowable costs (as above) and board and lodging.

An example might be a foreign visit. Charges would have to be made to recover the costs of:

- a) A student's travel, e.g. coach and ferry.
- b) A student's board and lodgings.
- c) Any materials, books, instruments or equipment provided specifically for this visit.
- d) Non-teaching staff, e.g. the hire of a ski instructor, etc.
- e) Entrance fees for museums, castles, places of interest, etc.
- f) Insurance.
- g) Staff engaged specifically for the purpose of providing the activity. Normally this will be to recover their expenses for travel, board and lodgings.

### **5. Any visit occurring during school time required as part of the National Curriculum, or forming part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for Religious Education.**

As for 3 above.

### **6. Individual or Group Instrumental Music Lessons and Vocal Tuition**

A charge is made for these lessons in line with the Charges for Music Tuition (England) Regulations 2007. The peripatetic music and vocal teachers set the charges for these lessons and invoice the families directly. If the parent believes that their child is entitled to a bursary the parents need to advise the music teacher that they are applying for a bursary against the costs and then must contact the school's finance office to see if they are eligible. Where a student is eligible to a bursary, the peripatetic music teacher will invoice the school directly for the bursary amount and the parent for the remaining cost of the tuition. Bursaries for music instrumental lessons are capped at the following rates, £25 for a 15-minute lesson and £50 for a 30-minute lesson for a maximum of 3 sessions per year – Autumn Term, Spring Term and Summer Term.

### **7. Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (Technology, Cookery, etc.) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, School reserves the right to charge the cost or require the supply of the necessary materials. We may charge parents/carers for materials, books, instruments or equipment, where they desire their child to own them.

## **8. Examination Fees**

(a) The School will pay the entry fee for all prescribed examinations. The prescribed exams, and qualifications currently offered by the School are:

- GCSE
- FSMQ Advanced (Free Standing Maths Qualification)
- Functional Skills
- BTEC
- Northern Council for Further Education (NCFE)

The Exam boards currently used are:

- Assessment and Qualifications Alliance (AQA)
- Oxford, Cambridge and RSA Examinations (OCR)
- Welsh Joint Education Committee (WJEC Eduqas)
- Pearson Edexcel

The School will pay the entry fee for all prescribed examinations as above except:

- (i) Where the Trustees consider that there are educational reasons for the student not to be entered for an examination and the student has only been entered in response to a specific request in writing from the parent.
  - (ii) Where the School has not prepared the student for the particular examination.
  - (iii) Where a parent/carer has refused to sign the commitment to ensure that all coursework requirements are met and that in cases of non-attendance at the examination they will pay the fee.
- (b) If a student (with parental agreement) is entered for a non-prescribed examination, such as the Cambridge International Assessment iGCSE, then parents/carers may be charged for the entry fee together with any associated charges.

The School will consider waiving the requirement to pay any examination entry fees where there is clear evidence of severe family hardship.

- (c) The School reserves the right to recover from parents/carers the costs of examination entry fee(s), should the student fail to complete the required coursework or sit the final examination(s).
- (d) The School will pay the fee for any enquiry about results (review of marking /re-moderation) approved by the relevant Head of Faculty and the Examinations Officer. If parents/carers wish to pursue an enquiry about results not approved by the Head of Faculty and the Examinations Officer, the parents/carers will be required to reimburse the School for the cost of the enquiry.
- (e) The School will pay for examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents

## **9. Damaged and Lost Items**

The School reserves the right to make charges to parents/carers for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of students or their parents, i.e. breakages or damage caused to the School building, replacement of defaced, damaged or lost textbooks, equipment or materials. Parents/carers will only be charged the replacement cost to purchase the same or equivalent item.

## **10. Income Generation**

In line with the ESFA's Academy Trust Handbook, the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

### **Monitoring and Evaluation**

This policy will be reviewed at least annually by the Board of Trustees.

# **Cirencester Kingshill School**

## **Charging and Remissions Policy**

Reviewed by: S Gardiner (School Business Manager)

Date: March 2025

Adopted by Trustees: 26 March 2025

Sign: \_\_\_\_\_

Date: March 2025

Next Review Date: April 2026