



# CHARGING AND REMISSIONS POLICY

June 2016

## **Background**

Crestwood School wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of Crestwood School's budget. It also defines other circumstances when Crestwood School may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

It is the right of every student to receive free educational activities (wholly or mainly) during normal teaching time, regardless of their parents' ability or willingness to pay. Parents on low incomes and in receipt of benefits will be informed of the support available when being asked to contribute towards the cost of visits.

The policy is written to comply with the relevant terms of:

The Education Act 1996 – Sections 449-462

It also references the Charging for school activities November 2013

## **Charging**

No student should have his/her access to the curriculum limited by charges. However, Crestwood School reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made, Crestwood School reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Parents may apply to Crestwood School for special consideration regarding financial support.

Crestwood School **WILL** charge for:

- Board and lodging in connection with residential activities and trips in School time. The charge will not exceed the actual cost of the board and lodging. Prior written parental agreement of their willingness to pay is essential.
- Activities outside School hours: the full cost of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which includes staff costs, are deemed to be optional extras
- Materials and equipment: any materials, books, instruments or equipment where the student's parent(s)/carer(s) have indicated in writing that they wish to own the finished product, for example, ingredients and/or materials for items produced during food technology, textiles, design technology and art classes
- Acts of vandalism and negligence: part or full cost of damage to buildings or equipment which is the result of vandalism or negligence by the student
- Examination fees:
  - Where a student has not regularly attended lessons for a particular examination subject, the parent(s)/carer(s) may be requested to pay the examination fee. However, the fee may be refunded if the student attends the examination
  - In the absence of a medical certificate and where a student fails to complete requirements for any public examination for which Crestwood School has paid an entry fee, the parent(s)/carer(s) will be charged

- Where the parent(s)/carer(s) have requested additional subject examination entries, not supported by Crestwood School a charge may be made.
- Music and Vocal Tuition: for teaching either an individual student or groups of any appropriate size to play a musical instrument or sing. The cost or a proportion of the costs for teaching staff employed and where appropriate the cost of sheet music, hire and insurance of the instrument, where the tuition is an optional extra, may be charged. Prior written parental agreement to the charge should be obtained.

What Crestwood School will **NOT** charge for:

- The admission to Crestwood School
- Education provided during school hours (including the use of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education
- Tuition for students learning to play musical instrument IF the tuition is required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education; entry for a prescribed public examination, if the student has been prepared for it at Crestwood School
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at Crestwood School
- Transporting registered students to or from Crestwood School premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Governing Body or local education authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for the examination at Crestwood School
- Transport provided in connection with an educational visit.

### **Voluntary Contributions**

Nothing in legislation prevents Crestwood School Governing Body from asking for voluntary contributions for the benefit of Crestwood School or any School activities. However, if the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents at the start. Parents are under no obligation to make any contributions.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Childcare**

We will charge families for any childcare offered to children before and after school, with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision.

## **Remissions**

Where the parent(s)/carer(s) of a student is in receipt of qualifying state benefit(s) (see below) Crestwood School will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within School time.

This will also be the case where the residential activity forms part of the syllabus for a public examination.

Qualifying State benefits include:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- 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 £16,190 (Financial Year 2013/14)
- Guarantee element of State Pension Credit
- Income related employment and support allowance that was introduced on 27 October 2008; Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

Crestwood School may remit charges in full or in part to other parents after considering other specific hardship cases. Crestwood School invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Governing Body.

## **Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **Roles and Responsibilities**

The Governing Body is responsible for ensuring that Crestwood School complies with legislation, and that this policy and any related procedures and action plans are implemented. The Headteacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for co-ordinating and implementing this policy is with the Headteacher.

All staff/others are expected to complete a Risk Assessment/Visits form.

## **Monitoring and Review**

This policy will be reviewed every two years. Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

## **Dissemination**

All policies that need to be conveyed to students, staff and families will be available on Crestwood School's website.

Staff will be informed about policies during induction and through on-going in-service training.