



## Charging and Remissions Policy

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## **1.0 Introduction**

This document sets out the charging policy of Brunel College/The WASP Centre and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

## **2.0 Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## **3.0 Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

## **4.0 Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## **5.0 Roles and responsibilities**

### **5.1 Trust Board**

The Trust Board has overall responsibility for approving the charging and remissions policy but can delegate this to a Trustee or the Headteacher. In our school, the Trust Board has chosen to approve the policy.

The Trust Board also has overall responsibility for monitoring the implementation of this policy. In our school, monitoring the implementation of this policy has been delegated to the Headteacher.

### **5.2 Headteacher**

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **5.3 Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The Senior Management Team will provide staff with appropriate training in relation to this policy and its implementation.

#### **5.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

#### **6.0 What we do not charge for**

##### **6.1 Education**

- 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

##### **6.2 Transport**

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the Trust Board or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Please note:

The school currently has one minibus. The minibus is used periodically to provide students with transport.

Brunel College/The WASP Centre allows other Partnership Schools to use the minibus at no cost providing they put in fuel, and they are not pre-booked by Brunel Centre/WASP Centre. All income and expenditure for school vehicles is processed via the official fund.

##### **6.3 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school

- Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

## **6.4 Swimming lessons**

The school may organise swimming lessons for students. Where arranged, these will take place in school time. Although swimming lessons exceed the National Curriculum requirement, the school will not levy a charge to parents, where these lessons are arranged.

## **7.0 What we can charge for**

### **7.1 Education**

- Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities

### **7.2 Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments, or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing 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 (such as SALTO gym club)

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

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity 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 charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **7.3 Musical tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

### **7.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **7.5 Damages and Breakages**

A student responsible for non-accidental damage to school property, such as books, equipment, windows etc. will render the parent liable for the cost of repair or replacement.

The school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

### **8.0 Voluntary contributions**

As an exception to the requirements set out in section 6 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

If the activity goes ahead, it will include students whose parents have not paid any contribution. In these circumstances the school would not treat these students differently from any others.

Parents have a right to know how each activity is funded and the school will provide this information on request.

## **9.0 Remissions**

In some circumstances the school may not charge for items or activities set out in section 7 of this policy. This will be at the discretion of the Trust Board and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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)

## **10. Monitoring arrangements**

- The Headteacher monitors charges and remissions and ensures these comply with this policy.
- This policy will be reviewed by the Chair of the Trust Board every year.
- At every review, the policy will be approved by The Trust Board.