



## Budmouth College

### Charging and Remissions Policy

Governors' Committee responsible:	Curriculum
Link Senior Leader responsible:	John Hegarty
Date adopted:	14 <sup>th</sup> May 2014
Next review date:	May 2018

*Working Together. Creating Opportunities*

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

# Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Charging and Remissions Policy

2. Upon whom will this impact?

Students and Parents

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups			X
Gender			X
Disability			X
Religion, Faith or belief			X
Sexual Orientation			X
Transgender			X
Age (N/A to pre-school and school children)			X
Rurality			X

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups		X	
Gender		X	
Disability		X	
Religion, Faith or belief		X	
Sexual Orientation		X	
Transgender		X	
Age		X	
Rurality		X	

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by John Hegarty

Signed ..... Date 27<sup>th</sup> Feb 14

Comment by Headteacher:

Date.....



## **BUDMOUTH COLLEGE**

# **CHARGING AND REMISSIONS POLICY**

### Charges:

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the College:

1. Board and lodging on residential visits (statutory entitlements excepted).
2. The full cost of activities that take place wholly or mainly outside College hours, but which are not provided as part of the syllabus for a prescribed public examination and which are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
3. The costs of individual instrumental tuition whether in or out of College hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).
4. The costs of entering a student for a public examination not prescribed in regulations, and preparing the student for such an examination outside College hours.
5. Resits of all prescribed public examinations.
6. The cost of ingredients and materials if parents have indicated in advance a wish to own the finished product.
7. The costs of a public examination where students who have been entered fail to sit the examination (other than for certified medical reasons).
- 8 The costs of a public examination where students who have been entered subsequently do not meet the entry requirements by failing to complete coursework; or whose attendance at lessons falls below 95%.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for students.

Where the parents of a student are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the student if the activity is deemed to take place within the College hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

The college **cannot** charge for:

- education provided during working hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside college hours if it is part of the National Curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the student is being prepared for, or part of religious education;
- tuition for students learning to play musical instruments 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, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school<sup>2</sup> as part of their programme of study.

The college **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see page 4).

### **Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for; or
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college;
- transport that is not required to take the student to college or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
- board and lodging for a student on a residential visit.

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<sup>1</sup> It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

<sup>2</sup> 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.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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

Furthermore in cases where a small proportion of the activity takes place during college hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from college accompanying pupils on a residential visit.

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.

### **Voluntary Contributions**

Nothing in legislation prevents the college for asking for voluntary contributions for the benefit of the college or any college activities. However, if the activity cannot be funded without voluntary contributions, the governing body or Principal should make this clear to parents at the outset. The governing body or Principal must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. The college must make sure that it makes this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The college should make it clear to parents at the outset what their policy for allocating places on the visits will be.

### **Residential Visits**

The college **cannot** charge for:

- education provided on any visit that takes place during working hours;
- education provided on any visit that takes place outside working 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 college, or part of religious education; and
- supply teachers to cover for those teachers who are absent accompanying students on a residential visit.

The college **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When the college informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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.
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

### **Music Tuition – *please see Appendix 1: Instrument Lessons***

Although the law states that all education provided during college hours must be free, music lessons are an exception to this rule.

### **Transport**

The college **cannot** charge for:

- transporting students to or from the college 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 he has been prepared for that examination at the college; and
- transport provided in connection with an educational visit.