



Integrity, Fellowship and Endeavour

CHARGING AND REMISSIONS POLICY

Author:	Sue Dorey
Date of approval:	August 2019
Next Review date:	July 2020
Review period:	Annual
Status:	Statutory
	Education Act 1996
	Charges for Music Tuition (England)
	Regulations 2007

1. PURPOSE

- 1.1. All pupils should have equal opportunity to benefit from school activities independent of their parents' or carers' financial means. Farmor's School endeavours to provide a broad range of activities and minimise the financial barriers which may prevent some pupils from taking advantage of these opportunities.

2. RELATIONSHIP TO OTHER POLICIES

- 2.1. This policy should be read in conjunction with the following policies:

- Finance Policy
- Curriculum Policy
- Exams Policy
- 16-19 Bursary Policy
- Children in Care Policy
- Trips and Visits Policy.

3. SCOPE, PRINCIPLES AND DEFINITIONS

- 3.1. As an academy, Farmor's School is required by its Funding Agreement with the Secretary of State for Education to comply with the law on charging for school activities. In preparing this policy Farmor's School has taken account of the document issued by the Department for Education in October 2014 entitled *Charging for school activities, departmental advice for governing bodies, school leaders, school staff and local authorities*.
- 3.2. Subject to the limited exceptions outlined within this policy, Farmor's School cannot charge for education provided during school hours, materials, books, instruments or other equipment.
- 3.3. Farmor's School hours are:
- 8.45am to 2.15pm: Monday
 - 8.45am to 3.25pm: Tuesday to Friday

4. WHAT THE SCHOOL CAN CHARGE FOR

Education

4.1. Farmor's School can charge for:

- 4.1.1. materials, books, instruments or equipment where the pupil's parent's wishes him or her to own them;
- 4.1.2. optional extras (see below);
- 4.1.3. music and vocal tuition in limited circumstances (see 4.10 below);
- 4.1.4. the costs of materials and / or ingredients for subjects such as design or food technology where parents or carers have indicated in advance that they would like their child to bring home the finished product;
- 4.1.5. community facilities that can be used by the local community, for example out of hours or holiday childcare, or sports sessions so long as these facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

Optional Extras

4.2. Charges may be made for some activities that are known as 'optional extras'.

4.3. Optional extras are:

- 4.3.1. Education provided outside of school hours 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 religious education;
 - examination entry fee(s) if the student has not been prepared for the examination(s) at the school; or
 - examination re-sit fee(s) where the re-sit has been requested by the pupil or his or her parents or carers, when the student has failed without good reason to complete the requirements of any public examination where Farmor's School originally paid the entry fee;
 - examination review charges. However, these charges will be refunded if the review outcome results in an overall grade change.

- 4.3.2. Transport (other than transport that is required to take the pupil to school or to other premises where the governing board have arranged for the pupil to be provided with education).
- 4.3.3. board and lodging for a pupil on a residential visit;
- 4.3.4. extended day services offered to pupils (for example breakfast club, after school clubs, tea and supervised homework sessions).
- 4.4. In calculating the cost of optional extras the school can include an amount for:
 - 4.4.1. materials, books, instruments, or equipment provided in connection with the optional extra;
 - 4.4.2. the cost of buildings and accommodation;
 - 4.4.3. associate staff;
 - 4.4.4. teaching staff, including supply teachers, engaged purely to provide the optional extra;
 - 4.4.5. 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.
- 4.5. Farmor's will not charge any individual pupil a sum that exceeds the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- 4.6. Farmor's will not include in the charge a subsidy for any pupils wishing to participate in the activity whose parents or carers are unwilling or unable to pay the full charge.
- 4.7. Where a small proportion of the optional extra activity takes place during school hours, Farmor's will not include in the cost of the optional extra the cost of alternative provision for those pupils who do not wish to participate in that optional extra.
- 4.8. Participation in any optional extra activity is a parental choice and on the basis of an agreement to meet the charges.

Music Tuition

- 4.9. Farmor's can charge for vocal or instrumental tuition provided either individually, or to groups of any size, where that tuition is provided at the request of the pupil's parent. The charge will be no greater than the cost of the provision of such tuition, including the cost of the staff who provide it.

Residential Visits

- 4.10. Farmor's can charge for the cost of board and lodging for all residential visits. (Note Remissions, 5.4) The school may offer an instalment / savings scheme to allow parents or carers to spread the cost of such visits over a period of time, however, all costs must be paid in full before the visit takes place.

Transport

4.11. Farmor's School can charge for home to school bus transport for those pupils that do not qualify for the free of charge transport provided by Gloucestershire County Council.

4.12. Farmor's provides and charges for buses for home to school transport for pupils who live out of its catchment area. Those areas include Swindon, South Cerney/Ashton Keynes, Cricklade and their surrounding areas. The same charges apply for pupils in the lower school and the sixth form. Full information can be found on the school website at:

<http://www.farmors.gloucs.sch.uk/content.aspx?strPage=travel>

4.13. All other home to school transport is provided by Gloucestershire County Council. There is no charge for pupils that meet certain criteria as decided by the council from time to time. For all other pupils, charges may be made by Gloucestershire County Council. Further information is available at:

<http://www.gloucestershire.gov.uk/applyforabuspass>

5. REMISSIONS

5.1. Farmor's will ensure that parents or carers on low incomes or in receipt of certain benefits are aware of the remission or support that may be available to them when being asked for payment for the cost of chargeable activities.

5.2. In order to remove financial barriers, Farmor's has limited trust funds available for parents or carers to make applications for support for the cost of trips and other activities:

5.2.1. the Martin Clare Fund provides assistance towards the costs of vocal or instrumental tuition;

5.2.2. the Lady Mico Fund provides assistance towards the costs of school books, catering, art or DT equipment or materials, vocal or instrumental tuition; and

5.2.3. the school also has its own self-funded reserve for assistance towards any activity where charges are payable or where voluntary contributions are asked for, or for uniform, PE kit and bus fees.

5.3. Application for remissions via trust funds and reserves can be made by completing the forms that can be accessed at <http://www.farmors.gloucs.sch.uk/content.aspx?strPage=finance-help-farmors> or via the school finance office.

5.4. Parents or carers who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for pupils only on residential educational visits that are essential to the curriculum.

5.4.1. Income Support;

- 5.4.2. income-based Jobseekers Allowance;
 - 5.4.3. income-related Employment and Support Allowance;
 - 5.4.4. support under Part VI of the Immigration and Asylum Act 1999;
 - 5.4.5. the guaranteed element of State Pension Credit;
 - 5.4.6. Child Tax Credit (provided there is not also an entitlement to Working Tax Credit and there is an annual gross income of no more than £16,190);
 - 5.4.7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
 - 5.4.8. Universal Credit.
- 5.5. Parents or carers who are not exempt but who otherwise face financial barriers may apply for support as outlined in 5.2 above, for financial assistance towards the costs of any chargeable activity, bus costs, uniform, PE kit or where voluntary contributions are asked for.
- 5.6. Parents or carers of pupils in Year 7 to 11 may, under certain circumstances qualify for financial assistance from Gloucestershire County Council towards the cost of home to school transport. Criteria and details can be obtained from <http://www.gloucestershire.gov.uk/applyforabuspass>

6. WHAT THE SCHOOL CANNOT CHARGE FOR

Education

- 6.1. The school cannot charge for:
- 6.1.1. application for admission to Farmor's School;
 - 6.1.2. education during school hours and the provision of any required materials, books, instruments or other equipment.
 - 6.1.3. education outside school hours if it is part of the national curriculum¹ or part of a syllabus for a prescribed public examination that the pupil is being prepared for at Farmor's, or part of religious education;
 - 6.1.4. instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the parent;
 - 6.1.5. entry for a prescribed public examination if the pupil has been prepared for it at Farmor's;

¹ 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).

- 6.1.6. examination re-sit(s) if the pupil is prepared for the re-sit(s) at the school². The exception to this would be students in the Sixth Form, who have requested to re-sit their examination in order to better their grade, and they may elect to join a teaching group prior to the resit date.

Transport

- 6.2. Farmor's cannot charge for:

- 6.2.1. transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- 6.2.2. transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- 6.2.3. transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- 6.2.4. transport in connection with an education visit.

Residential Visits

- 6.3. The school cannot charge for:

- 6.3.1. education provided on any visit that takes place during school hours³;
- 6.3.2. education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- 6.3.3. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

7. DETERMINING EDUCATIONAL ACTIVITIES TAKING PART INSIDE OR OUTSIDE OF SCHOOL HOURS

- 7.1. Educational activities may take place partly within and partly outside of school hours. For example, an excursion might require pupils to leave school an hour before the day ends, but the activity does not end until late in the evening.
- 7.2. Where an activity takes place partly during and partly outside of school hours, whether it is deemed to take place inside or outside of school hours will be determined as shown below.

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents. The school may therefore recover the cost of a re-sit, if the school originally paid the exam entrance fee and the re-sit has been requested by the student or the parent.

³ School hours is as defined in Section 452 of the Education Act 1996

Non-residential activities

- 7.3. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours for this calculation do not include the break in the middle of the day.
- 7.4. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours. School hours for this calculation do not include the break in the middle of the day.

Residential visits

- 7.5. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the start and finish times of the school day, regulations require that the school day is divided into two half day sessions. A half day for this purpose means any period of 12 hours ending with noon or midnight on any day.

8. VOLUNTARY CONTRIBUTIONS

- 8.1. There are many activities that are run and facilities provided for the benefit of pupils but for which the school cannot legally charge for. However, often these activities and facilities cannot be provided without additional voluntary financial support from parents or carers.
- 8.2. From time to time the school may therefore ask for voluntary contributions for the benefit of the school or school activities. In such circumstances the school will make it clear that there is no obligation to make a contribution.
- 8.3. Formor's will not exclude any pupil from an activity or from the use of a facility simply because his or her parents or carers are unwilling or unable to pay. However, if the activity cannot be funded or the facility provided without voluntary contributions, this will be made clear at the outset and if insufficient voluntary contributions are raised, or the school cannot fund it from some other source, then the trip will be cancelled or the facility not provided.

9. CONSULTATION

- 9.1. Consultation for the production of this policy has taken place with the Governing Board and school's Senior Leadership Team.

10. MONITORING, REPORTING AND EVALUATION

- 10.1 This policy will be monitored to ensure that the school adheres to the policy in its day to day workings, alongside noting any changes to statutory policy and guidance policy that impacts on the workings of the

school. The member of Senior Leadership with responsibility for this policy will make recommendations to the Governing Board for amendments to the policy either at the review date or earlier if changes to government policy dictate.