

NEWMAN SCHOOL

& Rotherham Opportunities College

POLICIES

CHARGING AND REMISSIONS POLICY

Renewal Date: 05/05/2023





Newman School/ROC Charging & Remissions Policy:

April 2021.

Introduction

Newman School and Rotherham Opportunities College (ROC) recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our young people/adults and aim to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

Name of school and Rotherham Opportunities College is committed to ensuring equal opportunities for all pupils, 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.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Newman & Rotherham Opportunities College strive to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum. To ensure transparency in setting charges and also to ensure all young people/adults are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following national government guidance.

This policy has been formulated in accordance with the Department for Education guidance on: [Charging for School Activities 2018](#)

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities

The Governing Body & Directors are responsible for determining the content of the policy and the Head Teacher/Principle for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher, Directors and Governing Body.

Activities during the School day

- No charge will be made for education provided during normal school hours. This



includes all activities related to the National Curriculum and religious education as well as the materials, equipment and transport required to provide it. Music Tuition is not part of the School curriculum and is covered later in this document.

- We recognise that the definition of 'part of the National Curriculum' is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum 'inclusion statement' and others as applicable.
- A charge will be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish their child to own the finished product.
- The school offers pupils the opportunity to have their own copies of textbooks, specialist art materials etc. as desired. A charge will be made for any educational materials that parents have confirmed in advance that they wish their child to own. No young person will be disadvantaged if they do not or cannot take up the opportunity.
- We will ask parents for voluntary contributions to help the school fund the range of opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body & directors reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.
- From time to time we may invite a non-school based organisation to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in the school for that period. In many cases, however, parents will be asked for a voluntary contribution towards the cost of the activity.

Activities wholly outside of the school day

- We will ask parents for voluntary contributions to help the school fund the range of opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body & directors Reserve the right, however, to cancel an activity in its entirety if insufficient voluntary Contributions are received.
- Lunchtime and after school clubs and activities are wholly outside of school hours and do not fall under the definition of education above. Please see Optional Extras.

Non-residential activities that take place partly during and partly outside of the school day

- Where the majority of time spent on a non-residential activity is within normal school hours, the charging regime will be as if it happens fully within school hours.
- Where the majority of the time spent on a non-residential activity is outside of normal school hours, the charging regime will be as if it happens fully outside school hours i.e. the activity becomes an 'Optional Extra'.

Residential Activities

- In order to cover any costs associated with a residential visit e.g. activity tuition, for which charges cannot be made, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead. The Governing Body & directors reserve the right to cancel an activity in its entirety if insufficient



voluntary contributions are received.

Optional Extras

- The Governing Body & directors reserve the right to charge parents for activities deemed to be optional extras. Such activities will include, for example, a visit to the Theatre unless it is part of a national curriculum subject area.

- Lunchtime and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils/students who wish to participate in them.

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

- o Any materials, books, instruments, or equipment provided in connection with the optional extra;

- o Non-teaching staff;

- o 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

- o 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

Music Tuition

- No charge will be made for tuition for pupils 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 pupil is being prepared for at this school, or forms part of religious education

- A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size, where it does not fall into the category of teaching described above.

Before and/or After School Care

- Charges will be made for any services offered to pupils before school, after school and during school holidays, with the level of fees and any remissions to be set and reviewed regularly by the Governing Body/directors or individual service provider e.g. Summer School.

Damage to Property and Breakages

- The school/college will attempt to recover some or all of the costs incurred repairing wilful damage or breakage of school/college property or wilful damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Headteacher. Parents will not be taken to court for failure to pay such costs

Community use of Facilities

- The school/college may arrange to let its premises, facilities etc to members of the local community, as specified in the school/college Lettings Policy.

Calculating Charges

- When charges are made for any activity, whether during or outside of the school/college day, they will be based on the actual costs incurred, divided by the total number of pupils participating.



- The principles of best value will be applied when planning activities that incur costs to the School/college and/or charges to parents.

Debt Recovery

- The Governing Body/Directors authorise the school/college to take all reasonable measures to collect debts as part of its management of public funds. In doing so, it will observe the relevant financial regulations and any other legal requirements.

Remission

The school/college has set aside a small fund to enable parents in financial difficulty to send their children & young people on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the school/college office

Monitoring and review

This policy will be reviewed every three years by the governing board, directors and Headteacher. The next scheduled review date for this policy is date 30.04.24.