



## Charging and Remissions Policy

### Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 4 July 2019.

This policy is informed by Departmental guidance<sup>1</sup> and sets out when the School can charge parents and when parents will be entitled to the remission of charges.

#### Chargeable and non-chargeable activities

The School **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- 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<sup>2</sup>, 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
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>3</sup>

The School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- optional extras (see below)
- music or vocal tuition, in limited circumstances (see above);
- community facilities<sup>4</sup>

#### 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 wholly or mainly outside of school time that is not:
  - part of the national curriculum
  - part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

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<sup>1</sup> [Charging for School Activities](#) (Department for Education, updated May 2018) and [Funding regulations for post-16 provision](#) (Education and Skills Funding Agency)

<sup>2</sup> 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).

<sup>3</sup> 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.

<sup>4</sup> The powers to provide community facilities are under s.27(1) of the Education Act

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

The School reserves the right to charge for:

- repairs to school buildings, furniture or property necessitated by a pupil's poor behaviour
- books lost or wilfully damaged while in a pupil's care
- examination entry fee(s) for post-16 students where the student has not maintained a sufficiently high level of attendance<sup>5</sup> during the academic year;
- library fines

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
- the cost of buildings and accommodation
- 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
- 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 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.

Furthermore 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 pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school 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 prerequisite for the provision of an optional extra where charges will be made.

## Voluntary Contributions

The School may ask for voluntary contributions for the benefit of the school or any school activities.

The terms of any request to parents to make voluntary contributions will make it clear that:

- there is no obligation to contribute
- pupils will not be treated differently simply because their parents are unwilling or unable to pay

If the activity cannot be funded without voluntary contributions, the School will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit and the School cannot fund it from some other source, then it will be cancelled.

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<sup>5</sup> Considered to be 80% or more of the available sessions

## Remission of charges

For pupils whose parents are in receipt of certain benefits<sup>6</sup> and for pupils who are looked-after by the local authority (as defined in the Children Act 1989), the Governing Body will remit:

- board and lodging charges for trips that occur in school time
- board and lodging charges for trips that occur outside school time which are provided as part of the syllabus for a prescribed public examination or are required to fulfil statutory duties relating to the National Curriculum or to religious education

## Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

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 do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### *Non-residential activities*

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 do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### *Residential visits*

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 starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

## Other expectations

The Governors expect parents to provide their sons with the correct school uniform, for classroom and games activities, with general classroom equipment (pens, pencils, ruler, calculator, etc.) but not specialised equipment; e.g. equipment used for Art, Design Technology, etc.

## Surplus

In the event of a surplus remaining at the end of the trip, amounts under £10 per student will not be refunded. Amounts in excess of £20 per student will always be refunded. Amounts between £10 and £20 per student will be refunded if this amount represents at least 10% of the cost of the activity.

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<sup>6</sup> 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 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)