



## Kings' School

### Charging and Remissions Policy

Policy name	Charging and Remissions Policy	Owner / LBN
Hampshire model policy	Yes	
Approved by Headteacher/SLT:	ADS	July 2024
Approved by Committee	FGB	July 2024
To be reviewed / Next review date	Annually	July 2025

#### **Charging and Remissions Policy**

This policy conforms to the requirements of sections 449-462 of the 1996 Education Act and takes account of the guidance to schools issued by the DfE in 2014 'Charging for school activities'.

This policy will ensure that no child suffers from unfavourable treatment because of their parent/carer's financial position.

#### **1. Admissions**

There is no charge for admissions.

#### **2. School meals**

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount for menu items as published at the point of sale.

#### **3. Public examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. An examination charge may be levied for exam re-marking, results enquiries and where students are entered for exams outside those offered by the school curriculum.

#### **4. School activities – non-residential**

There is no charge for curriculum activities during school hours with the exception of music tuition. However, the school may charge for books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge).

**Optional Extras.** The school may charge for optional extras, which 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 pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **Voluntary contributions:**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not received then the activity may have to be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will still be able to participate fully in the trip or activity.

## **5. Residential activities**

### **Our school will not charge for:**

- education provided on any visit that takes place wholly during school hours.
- education provided on any visit that takes place outside 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
- travel costs where the residential activity is classed as being within school hours.
- residential activities that take place during school hours.

### **Voluntary Contributions:**

May be sought from parents to contribute towards the cost of trips and activities and if sufficient voluntary contributions are not forthcoming then the trip or activity may be cancelled. If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, the child will still be able to participate fully in the trip or activity.

## **Our school will charge for:**

### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.**

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

## **6. Refunds & Cancellations**

Cancellation of Visits Cancellations by Parents/Carers must be advised in writing. If you withdraw your child and the school is able to find a replacement you will receive a 100% refund. If no replacement can be found, then the tour operator's policy will apply.

If there is a surplus remaining after all costs of the trip have been met then, if the surplus exceeds £20 per pupil this will be refunded.

## **7. Music tuition**

Kings' School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

## **8. Community**

The use of Kings' School for Community activities will be subject to charges that will reflect the use of facilities, the staff cover required, additional costs incurred, and an appropriate profit margin determined by the nature of the user. Any profit made will be reinvested to support Kings' School students.

## **9. Extended services**

Kings' School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities which enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes
- ways of increasing pupil engagement

- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by an individual the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

## **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Universal Credit

Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part of or all, the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

## **12. Inability or unwillingness to pay**

Kings' School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.