



# Charging and Remissions Policy

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Linked with other policies:

- Off Sites Visits

Signed:

*S. Day*

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## **1. Statement of Intent**

All Saints School is committed to ensuring equal opportunities for all students, regardless of financial circumstances, whether privately or Local Authority (LA) funded, 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, in regards to those students funded by the LA, 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 make any additional 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.

## **2. Legal framework**

2.1. This policy will have consideration for the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2019) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

## **3. Charging for education**

3.1. We will not charge parents/carers of LA funded students for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the student's parents.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sits, if the student is being prepared for the re-sits at the school.

3.2. We will charge parents/carers of privately funded students for:

- Admission applications (on acceptance of a place in the school).
- Education provided during school hours. (Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education is included in the termly fee).
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sits, if the student is being prepared for the re-sits at the school.

3.3. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- A refundable deposit in respect of ICT resources being used at home

## **4. Optional extras**

4.1. We may charge parents of both privately funded and LA funded students for the following optional extras:

- Education provided outside of school time 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.
- Examination entry fees where the student has not been prepared for the examinations at the school
- Board and lodging for a student on a residential visit
- Extended day services offered to students

4.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

4.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

4.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## **5. Examination fees**

5.1. We may charge for examination fees if:

- The examination is on the prescribed list (which includes Functional Skills, Certificates and GCSEs), but the student was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the LA originally paid or agreed to pay the fee.

## **6. Examination re-sits**

6.1. Where a student is entered for a second or subsequent attempt at an examination, costs must be paid for by parents/carers of privately funded students. The school will pay in the case of LA students.

6.2. If a student or their parents consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents.

## **7. Voluntary contributions**

7.1. We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available. Students will not be treated any differently according to whether or not their parents have made a contribution.

7.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions (90% of the total cost) are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

7.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **8. Music tuition**

8.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student’s parents.

8.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **9. Transport**

9.1. We will not charge parents/carers for:

- Transporting registered LA students to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered students to other premises for students to be educated.
- Transporting students to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

## **10. Residential visits**

10.1. We will not charge for:

- Education provided on any visit that takes place during school hours.

- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying students on visits.

10.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

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

- Income Support
- Income-based Jobseeker's Allowance
- Universal Credit
- Working Families Credit
- Disabled Person's Tax Credit

## **11. Education partly during school hours**

11.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

11.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.

11.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

11.4 The remission of charges for board and lodging payment responsibility will be reviewed by the Directors on a trip by trip basis.

## **12. Damaged or lost items**

12.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **13. Remissions**

13.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/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/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

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

- Income Support
- Income-based Jobseeker's Allowance
- Universal Credit
- Working Families Credit
- Disabled Person's Tax Credit

13.3. To request assistance, parents should contact the Headteacher.

## **14. Refunds**

14.1. At the end of each journey or visit, the surplus or deficit will be calculated from the journey book or visit sheet and confirmed against the ledger records. If the journey or visit makes a surplus, the parents will be offered a refund as outlined below:

- For a visit/journey where the contribution does not exceed £40.00 a refund will be offered when the surplus per head exceeds £2.00.
- For a visit/journey where the contribution made exceeds £40.00 a refund will be offered when the surplus per head exceeds 5% of the original payment.

14.2. Once a payment/voluntary contribution has been made, the child's place is secured. If the child is unable to attend the trip, refunds will not be given for transport costs. If no other costs are incurred by the school, e.g. for entrance fees, a refund for that element will be provided.

## **15. Admin Charge**

There is no administration charge in respect of any payments.

## **16. Monitoring and review**

This policy will be reviewed bi- annually by the Directors and Advisory Board.



## Appendix 1

### Fees for Private Paying Students

Fees are reviewed annually in March and the school endeavours to give parents and fee payers at least one term's notice of any increase in the fees due for a particular term.

#### Registration Fee

On acceptance of a place at All Saints School, there is a non-refundable administration charge of £30.

#### Payment of Fees & Charges

Bills for fees are sent at the commencement of a term and are payable in full within 14 days of receipt. Payment can either be made by bank transfer or cheque. There are three terms in an Academic Year.

Some parents/fee payers may prefer to pay School fees by an instalment system. This can be arranged on a 12 month Standing Order or over 10 months if the student is studying in Year 11. No added interest is charged.

Details of the Standing Order will be sent to parents/fee payers before the commencement of the Academic Year (or relevant term if joining All Saints School during the course of a school year) and this can be set-up by the fee payer either using their own online banking or by taking the Standing Order Mandate to their own bank.

Parents of privately paid students must clearly mark on the entrance form how they wish to pay fees.

Any queries regarding fees should be directed to the Finance Director.

#### Sibling Discounts

Parents with two or more children at All Saints School (from the same family at the same time) currently attract a sibling reduction of 10% for a second son/daughter and 15% for a third.

#### Fees for GCSE Examinations

Entry fees will be charged in respect of GCSEs taken at the school. Exam Board fees will be reviewed annually and parents/fee payers will only be charged for the cost of the exams. The school will make no profit. Non payment of exam fees will result in the candidate being withdrawn.

#### Non-Payment of Fees

Should parents/fee payers find themselves in the position of being unable to pay school fees, in the first instance, contact should be made with either the Headteacher or Finance Director. We will strive to find a solution for both parties before any further action is taken.

If no successful contact is made between the fee payer and the school, the Finance Director will issue reminders for payment with specified time frames for contact and payment to be made.

Should the parents/fee payers still not provide payment for education received, after two reminders, details will be passed on to Gordon Dean Solicitors for debt collection. If the process reaches this stage, interest will be charged by the Solicitors.

If fees in respect of a student's education remain unpaid, the student may be required to leave All Saints School.