



CHARGING AND REMISSIONS POLICY

Approved Date: 1 November 2023
Next Review Date: 30 October 2024

APPENDIX 2

INTRODUCTION

The charging and remissions policy is subject to annual review to ensure compliance with statutory requirements.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during college hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in college hours to carry students between the College and an activity
- Education provided outside college hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the College, or part of religious education
- Instrumental and vocal music tuition for students learning individually or in groups, unless the tuition is provided at the request of the student's parent / carer
- Entry for a prescribed public examination including re-sits if the student has been prepared for it at the College
- Examination re-sit(s) if the student is being prepared for the re-sit at the College

Voluntary Contributions

The College may ask for voluntary contributions towards the cost of college-time activities to assist with funding, subject to the following conditions:

- Any children of parents/carers who do not wish to contribute will not be treated any differently
- Where there are insufficient contributions to make the activity viable, or the college cannot fund it from some other source, then the activity will be cancelled.

All requests to parents/carers for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

Chargeable Activities

The College may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances. (See Annex A);
- Certain early years provision (see the Education (Charges for early years provision) regulations 2012);
- Community facilities. (See s27 education act 2002).

Optional Extras

Charges may be made for some activities which are detailed below:

- Education provided outside of college 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 College
 - part of religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the College
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit (subject to remission arrangements)
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body)

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 students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Damage/Loss to Property

There will be a charge in respect of wilful/accidental damage, neglect or loss of college property (including premises, furniture, equipment, books or materials). The charge shall be for the cost of replacement or repair, or such lower cost as the Headteacher may decide.

There will be a charge in respect of wilful/accidental damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the College. The charge shall be for the cost of replacement or repair, or such lower cost as the Headteacher may decide.

REMISSIONS POLICY

There will be no board and lodgings charges for students whose parents/carers are receiving specified benefits. This is subject to change but usually equates to students being eligible for free school meals.

Charges for other 'chargeable activities' may be fully or partially remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Student Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of remission arrangements will be stipulated when parents/carers are advised of charges for individual activities.

ANNEX A

MUSIC TUITION

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).