



CHARGING AND REMISSIONS POLICY

Approved:

Date:

Review Date: 08/02/2020

Author: S Smart

Manor Community Academy is an inclusive school community with a focus upon achievement, progression, enjoyment and a sense of worth. Our vision and values ensure that we are committed to applying this policy in a fair, equitable and consistent manner which will ensure that the aims and objectives of the policy are met and that Manor Community Academy is further enhanced by their application. Throughout the application of this policy, we will remain committed to our principle of care, courtesy and consideration in all that we do to ensure that the needs of all of our stakeholders are met and upheld.

1. Introduction

The Governing Body acknowledges the right of every learner to receive free school education and understands that activities offered wholly or mainly during normal teaching time, must be made available to all learners regardless of their parents/carers/carers' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards learners' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the learners of the school and as additional optional activities.

2. The Legal Position

a) In general, no charge can be made for admitting learners to maintained schools. The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained school, was first set out in the Education Reform Act 1988. Guidance came in the Circular 2/89, Education Reform Act 1988:Charges for School Activities.

The Circular explains that:

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours;
- for the National Curriculum programme out-of-school hours;
- for statutory religious education; and
- for a prescribed public examination prepared for by the school.

b) Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the learner without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the governing body or LA originally paid or agreed to pay the entry fee.

c) Admission

No charge can be made in connection with admission to a maintained school

d) Finished Products

Where parents/carers have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance.

e) Board and Lodging

A charge can be made for board and lodging on residential educational visits/activities, but the parents/carers who qualify for prescribed benefits and allowances are entitled to a remission of the charges. Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the Teachernet website at www.teachernet.gov.uk.

f) Transport

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

It is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours.

g) Voluntary Contributions

Parents/carers may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time. However no learner may be excluded from the activity for not having paid the contribution. The Principal and governing body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regrettably the activity will be cancelled.

h) Permitted Charges

The following are permitted charges:

- charges for board and lodging on trips;
- costs of lost and destroyed school property and breakages;
- any costs associated with individual tuition in the playing of musical instruments, whether in or out of school hours, (UNLESS it is provided as part of a syllabus for a prescribed public examination

or is required by the National Curriculum);

- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents/carers must agree to their child receiving the optional extra;
- the cost of entering a learner for a public examination not prescribed in regulations, and the cost for preparing the learner for such an examination out of school hours; and
- re-sits of prescribed public examinations where no further preparation has been provided by the school

In all cases where a permitted charge is likely to be made the parents/carers must be told the amount in advance.