



# SOUTH WILTS GRAMMAR SCHOOL

## CHARGING AND REMISSIONS POLICY FOR ADDITIONAL ACTIVITIES

### SCHOOL AIMS

South Wilts is a progressive grammar school, which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally and aims to provide equality of opportunity wherever possible.

We recognise the valuable contribution which the wide range of additional activities, including clubs, trips and residential experiences, make towards students' education; no student should be barred from these due to cost.

### Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

### Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

### Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

### Roles and responsibilities

#### The board of trustees

The board of trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the headteacher.

The board of trustees also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources, Audit and People committee

Monitoring the implementation of this policy has been delegated to the Business Manager

### **Headteacher**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Where charges cannot be made**

Below we set out what we **cannot** charge for:

#### **Education**

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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/carers
- 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

#### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the board of trustees or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

#### **Residential visits**

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## Where charges can be made

Below we set out what we **can** charge for:

### Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them e.g. items produced as a result of art, craft and design, or design and technology. In the case of food technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge.
- Optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Textbooks are provided free of charge for the duration of the course, but in some subjects, additional revision guides are available, for which a charge is made
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school e.g. music grade examinations
- A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and
  - it considers that for educational reasons the student should not be entered and the student's parent/guardian wishes the student to be entered (or student herself when over 18 years old)
  - the students' attendance drops to less than 85% without exceptional reason. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- A charge may be levied for students re-sitting an examination.
- A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied in above will be the cost of the examination entry, centre administration and invigilation.
- If a student is prepared outside school hours for an examination that is not taught by the centre a charge will be levied for tuition and other costs.

- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or board of trustees has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit whether during school hours or outside of school hours and whether classed as a curriculum trip or not. If students are classed as FSM, Pupil Premium or Bursary then there will be assistance with costs in line with the school's Pupil Premium guidance.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- 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 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip per person.
- b. if the amount of school time on the trip is half or more of the total time of the trip a charge will be levied for board and lodging.

Whilst we can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **Damage / Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful 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 school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- For a pupil who is looked after by a local authority

Private peripatetic teachers charge parents directly in respect of individual music/singing tuition. This is for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Students receiving instrumental music tuition enter into a private arrangement with the peripatetic teacher. No support can be given to these costs except for where the student is in receipt of a 6th form bursary, deprivation Pupil Premium (Ever 6), or is in receipt of benefits as listed under the remissions section of the policy. Music can be reclaimed to the appropriate award percentage.

### **Voluntary contributions**

As an exception to the requirements set out above in this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips
- Sports events
- Competition events

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

Voluntary contributions will be requested. All voluntary contributions include an administration fee. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### **Activities we charge for**

The school will charge for the following activities:

- Sports clubs
- After school and lunchtime clubs

For regular activities, the charges for each activity will be determined by the board of trustees and reviewed each year. Parents/carers will be informed if there are any charges for the coming year annually.

### **School Fund**

School Fund is an annual voluntary contribution by parents, which benefits all students by providing for a wide range of activities. It is collected by the school and Gift Aid is claimed.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Audit and Resources Committee. For users connected to the school the charge will be based on the site staff overtime costs and any other associated costs such as utilities. Refer to the School's lettings and hire policy for further details.

### **Other charges**

The Headteacher, Resources, Audit and People Committee or Board of Trustees may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

**Locker keys:** we ask students for a returnable deposit for locker keys. If locker keys are lost, the deposit will be used to replace the key.

**Sixth Form lanyards and ID cards:** Sixth form students are issued with a lanyard and ID card to be worn at all times whilst in school. If this lanyard or ID card is lost then a fee will be charged for a replacement.

**Sixth Form Common Room:** The Sixth form ask for a voluntary contribution each year to provide extra facilities for the Common room, e.g. kitchen equipment, furniture.

## Remissions

In some circumstances, the school may not charge for items or activities set out in sections above of this policy. This will be at the discretion of the board of trustees and will depend on the activity in question.

### Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying some or part of the cost of board and lodging for residential visits:

- 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)

## Monitoring arrangements

The Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Business Manager annually.

At every review, the policy will be approved by the Resources, Audit and People committee.

| Reviewed by               | Date of Review / approval | Review cycle | Next Review Date | Statutory / Non statutory | Website |
|---------------------------|---------------------------|--------------|------------------|---------------------------|---------|
| Resources, Audit & People | Autumn 2025               | Annually     | Autumn 2026      | Statutory                 | Yes     |