



## Charging and Remissions Policy

### 1. Education Act 1996 – Sections 449-462

1.1 Charging for educational activities at Light Hall School is covered by the regulations encompassed within the **Education Act 1996 – Sections 449.462**. The Act maintains that no charge may be made for the education of pupils when:

- a. it takes place within school hours or
- b. if outside school hours, is a requirement of the National Curriculum or part of the statutory religious education.
- c. A syllabus for a prescribed public examination that the pupil is being prepared for at the school

1.2 **Parents on low incomes and in receipt of the benefits listed in point 5 of this document should be made aware of the support available to them when being asked to make contributions towards the cost of school visits.**

### 2. Education during normal school hours

#### 2.1 Practical materials

The school provides materials for all pupils involved in practical activities relating to the National Curriculum. However parents are asked to make a voluntary contribution as appropriate. A charge will be made for materials or ingredients (at cost) where parents have indicated in advance their wish to own the finished product. This applies to all items including wood, plastics, textiles and food, although in the case of the latter it is anticipated that parents may supply the ingredients, therefore making a charge unnecessary.

#### 2.2 Revision guides / other items for resale

The school provides books and equipment relating to the provision of the National Curriculum. A charge will be made for revision guides and other items for resale (at cost) where parents have indicated in advance that they wish their child to have their own revision guide or other such item.

#### 2.3 School Visits and Journeys

All such activities taking place within school hours will be provided free of charge with the exception of board and lodging for residential activities. Voluntary contributions may be invited however and whilst no child may be excluded because of inability to pay, the school does have the right to cancel the trip if the level of contributions does not meet its budgetary requirements. (The voluntary contribution requested per trip is calculated based on actual cost of transport, admission fees, insurance costs, administration costs, divided by the number of pupils eligible. No element of subsidy for pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge is included in the calculation). When calculating the voluntary contribution, the school visit must be non-profit making. In the event

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of the school visit inadvertently making a profit, this must be returned on a pro rata basis to those who made a voluntary contribution. In instances where the profit is less than £100 those contributing are advised that the monies will be held over and used to supplement a forthcoming trip with their approval.

The responsibility of determining the level of voluntary contribution is delegated to the Head teacher.

### 2.4 Music Tuition

Charges may 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 pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the provision. No charge can be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989). Charges cannot be made if teaching is part of the national curriculum.

### 2.5 Losses and Breakages

As indicated in the school's Behaviour Policy, the cost of repair or replacement of lost, broken or defaced books, materials, equipment or building fabric will be charged to parents where the responsibility lies directly with the pupil as a result of damage caused wilfully or negligently.

### 2.6 Examinations

The cost of examination entries for subjects taught within the mainstream curriculum will normally be met by the school. Charges may be made however (at cost) in a number of situations:

- a. in cases where the candidate has failed to meet the school's entry criteria, but still wishes to be entered for the examination
- b. where the candidate fails, without good reason to complete the requirements of the examination and the examination entry fee has already been paid.
- c. where candidates wish to enter an examination against the wishes of the school
- d. where the examination is voluntary and falls outside the normal provision
- e. resits for examinations where no further preparation has been provided by the school

## 3. Education outside of normal school hours

Where such education is part of the National Curriculum requirements, no charge will be made other than for board and lodging. Voluntary contributions, however, will be invited on the same basis as that for education during normal school hours.

Parents will be charged in full for any activity organised through the school, wholly or mostly after school hours, which is not part of the curriculum.



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### 4. Education partly during school hours

#### 4.1 Non-Residential

Where 50% or more of the time spent on any activity takes place within the normal school day, charges will be levied on the basis of 2.3 above.

#### 4.2 Residential

If the activity takes place during term time and the number of school sessions missed as a result is less than 50% of the total number of half days taken by the activity then it is deemed to be out of school hours and will be covered by paragraph 3 above.

Where the number of school sessions missed is 50% or more of the total number of half days taken by the activity then charges would be levied on the basis of 2.3 above.

### 5. Remissions

The Governing Body will remit charges in line with the level specified in the Education Act 1996.

Pupils whose parents are in receipt of the following support payments will be eligible for remission of charges for board and lodging costs during residential school trips deemed to be in school hours and essential to either an examination syllabus or the national curriculum. The relevant support payments are:

- Universal Credit in prescribed circumstances
- Income support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the current level specified by HMRC
- Guarantee element of State Pension Credit
- Income-related Employment and Support Allowance
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

This policy should be reviewed annually by the Finance, Estates and Risk Committee of the Governing Body.