



Anthony Gell
— School —

CHARGING AND REMISSIONS POLICY

	Date	Minute No.	Review Date
Approved by Governors	3 May 2018	1370/18	May 2019
Reviewed by Governors	21 Jan 2021	1527/21	January 2022
Reviewed by Governors	24 Jan 2022	1606/22	Jan 2023
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This policy requires an annual review.

There have been no changes to the policy, adopted from the DCC template since the approval in 2022

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Introduction and Review Procedures

It is the School's aim that all students should have an equal opportunity to benefit from school activities. This policy sets out Anthony Gell School's approach to charging and remissions with the intention to ensure transparency in setting charges and ensure all children are provided with the chance to access all provisions on offer.

This policy is based on the Derbyshire County Council's Charges and Remissions Policy. It therefore represents not only the School's but also the Council's Policy on Charges and Remissions.

Sections 449-462 of the Education Act 1996 (revised in 2011) set out the law on charging for school activities in maintained schools. Parents on low incomes and in receipt of certain benefits may be eligible for support in terms of contributions requested for school visits. Additionally, families in receipt of free school meals are entitled to an exemption from paying for the cost of board and lodging on residential visits. Further guidance can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Under Section 27 (1) of the Education Act 2002, governors have control over the use of school premises, subject to the local authority's general policy that all educational premises should be available whenever possible to provide for the wider educational and recreational needs of children, young people and adults. Therefore, schools with available space are permitted to approve lettings in accordance with this policy.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

This Policy will be reviewed on an annual basis by the Governing Body's Finance, Staffing and Premises Committee and will be adjusted in line with any subsequent guidelines from the DfE or Local Authority.

Charging for Education

We will not charge for:

- Admission applications.
- Education provided during school hours (See [school hours](#) section)
- 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 (See [extra costs](#) for exclusions on this).
- Instrumental or vocal tuition, unless additional to curriculum and/or provided at the request of the student's parent/carer.
- 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.

We may charge parents/carers for:

- Materials, books, instruments or equipment, where they desire their child to own them.
- Extra costs
- Instrument and vocational tuition for students learning individually or in groups where the tuition is in addition to the curriculum and/or at the request of the students' parent/carer.
- Use of community facilities

Further information on these charges are detailed below

Extra Costs (optional extras)

We may charge parent/carer for the following optional extras:

- Education or a visit provided outside of school hours 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.
 - Religious education.
- Examination entry fees where the student has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students
- Photocopying charges
- Miscellaneous services (decided by the Headteacher and Governing Body)

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. (See point 10 for definition of school hours)

To ensure all students are provided with the opportunity to participate in school activities, parents/carers experiencing financial difficulty are invited to speak to the Headteacher in confidence. This can be done through requesting a conversation, or emailing mkelly@anthonygell.co.uk. The request does not automatically mean support is given; a response will be received from the Headteacher, detailing the decision on the level of support offered, based on the nature of the request made.

Examination fees

We may charge for examination fees if:

- The examination is on the prescribed list (e.g. GCSEs and A levels), 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 governing body or LA originally paid or agreed to pay the fee.

Where a student is entered for a second or subsequent attempt at an examination, the school will pay the fee unless this is at the request of the parent/carer.

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, returned with review any fees involved must be covered by the student or their parents/carer. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/carer will have their fees refunded.

Voluntary Contributions

The school may invite parents/carers to make a voluntary contribution towards any part of the school's work and to permit the provision of activities, which might not otherwise be possible.

Participation in these activities is voluntary when not part of the National Curriculum, a syllabus for a public examination or part of religious education. Parents/carers will be informed of the decision to ask for contributions at the planning stage of activities.

Planned activities may be cancelled if financial support is not forthcoming. No student will be excluded from an activity simply because their parents/carers are unwilling or unable to make a voluntary contribution.

If a parent/carer 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 are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Calculation of charges and contributions

When calculating charges and contributions the school will only take into account the following:

- Materials, books, instruments, equipment and services provided or used (where these are optional and are cheaper for the parent/carer to buy from the school rather than source independently)
- The cost of buildings and accommodation
- The employment of non-teaching staff to provide the activity/event.
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide the event/activity/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

The school will not charge in excess of the actual cost divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents/carers 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. No charge will be made for the cost of supply teachers to cover for teachers who are absent from school accompanying students on a visit.

Contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, the school will refund any surplus where it is economically viable. This means we will take into account the amount of the surplus, the number of students and the amount of administration this will incur. We will not make a refund if the surplus per student is £5 or less. Any surplus is transferred to the Enrichment Support Account in the Private School Fund. The Enrichment Support Account will be used to support the provision of enrichment activity and additional to normal curriculum resources for students, providing planned subsidies for whole year group activities, clearing small unplanned deficits on activities and helping with the cost of transport to school fixtures and competitions.

Student Premium (disadvantaged) funding from the Government can be used to top up the voluntary contributions from students who meet the Student Premium criteria to the amount requested to fund the item or activity. The criteria for Student Premium support is defined by the Government and includes students who have been entitled to free school meals at any time in the previous 7 years; who have a parent in the armed forces; or who are adopted from care. Parents/carers are invited to contact the school if they would like financial support towards a voluntary contribution or if they wish to ask for support towards an optional extra. This can be done through requesting a conversation, or emailing mkelly@anthonygell.co.uk. The request does not automatically mean support is given; a response will be received from the Headteacher, detailing the decision on the level of support offered, based on the nature of the request made.

Refunds

Where voluntary contributions and payments for optional extras are made, these will be non-refundable (other than when the school have to cancel the activity). This applies to deposits and to subsequent payments. Refunds or partial refunds may sometimes be made in circumstances where the school can save some or all of the cost relating to that cancellation, for example where a supplier will offer a refund or another student can take the place. In many cases, however, the school will have had to make a firm booking with suppliers and will remain liable for the full payment.

School hours

Following Derbyshire County Council's procedure on charges, the following visits and activities are determined in or outside school hours:

Residential visits in school time

If the School organises a residential visit in school time (or mainly school time), which is to provide education directly related to the National Curriculum we do not make a charge. However, we do make a charge to cover accommodation, food and travel expenses.

To ensure all children are provided with the opportunity to participate on school visits, parents / carers experiencing financial difficulty are invited to talk to / write to the Head Teacher in confidence.

Activities outside or mainly outside school hours

Parents/carers will be expected to meet the full cost. Participation in these activities will be voluntary when the activity is not part of the national curriculum, not part of a syllabus for a prescribed public examination or not part of religious education. Prices for individual activities will be provided to gauge interest. Activities will not run where full costs cannot be recovered.

Breakages and damage to school buildings, furniture or property

Parents/carers will be expected to meet some or all of the cost of lost or damaged items and breakages or damage to school buildings, furniture or property. The cost of repairs will be quoted on an individual basis. Where items cannot be repaired a charge will be made to replace the item based on the current cost to buy new at the time the damage was incurred. Each incident will be dealt with on its own merit and at the discretion of the Headteacher.

Lost school equipment, books etc.

Parents/carers will be expected to replace or purchase lost items of school property including IT equipment and books. The cost of these items will be the replacement cost to purchase the same or similar item at the time the loss occurs.

Ingredients/materials for practical activities

To help school finances, parents/carers may be asked to pay the cost of materials where the finished product is to be kept by the student. Costs for these will be calculated based on the cost of the material. No profit will be made. No child will be disadvantaged because of parents' inability or unwillingness to pay, and, therefore, all children will be able to participate in these activities.

Sales

The school sells a variety of materials to students ranging from stationery and calculators to commercially produced revision guides. Students may also have the opportunity to buy items related to extra-curricular activities, for example, leavers' hoodie's. Prices are set to cover the school's costs.

Equal Opportunities

The School is committed to ensuring equality of opportunity for all students, staff, parents, carers and visitors irrespective of their race, gender, disability, religion or belief, sexual orientation, age or pregnancy and maternity.

ParentPay

We aim to be a 'cashless' school and use ParentPay to collect charges wherever possible. Parents/carers who do not wish to set up a ParentPay account will be provided with barcoded letters for payments. The payment can then be made at any Paypoint outlet for example the Co-op in Wirksworth. A full list of Paypoint outlets is available from our school website.

Other Charges

The Head Teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Lettings

A separate lettings policy is available on the website www.anthonygell.co.uk