

Charging & Remissions Policy



2021/22



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Statutory

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Academic excellence | Exciting teaching & learning
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Charging and Remissions Policy

Introduction and Aims

Under the terms of the Education Act 1996, the Governing Body of Cantell School must have a policy on charging students to participate in school activities.

This document aims to set out clearly the policy for charging and remission for school activities, trips and visits and other activities at Cantell.

Purpose

Legislation allows schools to charge for certain activities, which take place outside school hours. School hours are those when the School is actually in session and do not include breaks. Information about the timings of the School day are included in the School prospectus. Cantell's policy applies to charges made to parents/students as described below:

By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions, but if they are unable to contribute, their child should not be prevented from participating. In any request for voluntary payments, it must be clear that:

- There is no obligation to make any contribution and that students will not be treated differently, according to whether or not their parents have contributed towards the planned activity

Provision of education

No charge shall be made in relation to the education of registered students where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made, provided it is required as part of the syllabus/curriculum. The school may charge persons who are not registered students at the school for education provided or for facilities used by them, belonging to the school.

Additionally, the school may charge for activities that are seen as "optional extras". Not all optional extras will be charged for, but the school reserves the right to charge for them, in line with the policy below:

- Education provided outside of school 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 school.
 - Part of Religious education.
- Any examination entry fees, if the registered student has not been prepared for the examinations at the school.
- Transport that is not 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.
- 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.
 - Support staff.
 - Teaching staff engaged under contracts for services purely to provide an optional extra - this includes supply teachers engaged specifically for this purpose.

Any charge made in respect of individual students, must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It must not therefore include an element of subsidy for any other students wishing to participate in the activity, whose parents are unwilling or unable to pay the full charge.

Furthermore, 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 students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school, accompanying students on a residential visit.

Participation in any “optional extra” activity, will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an “optional extra”, where charges will be made.

Musical Instrument tuition

Although the law states that all education provided during school hours must be free, music tuition is an exception: the Education and Inspections Act 2006 introduced a regulation-making power which allowed the DoE to specify circumstances where charging can be made for music tuition.

Charges may be made 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) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus, being followed by the student.

Music Tuition outside of school hours is provided by Southampton City Council, who raise the appropriate charges directly to parents.

Practical subject charges

Students have two options for practical work in catering. They may bring ingredients from home, or purchase them from the school at cost. There is a Catering Hardship Fund in place to support practical work for FSM students if required.

In Resistant Materials, projects completed in school may be taken home on payment of a nominal charge (this is approximately £2 for KS3 students).

Any KS4 student involved in projects where materials are uniquely expensive, pay for materials before they are ordered, based on prices obtained beforehand from the Faculty Leader. These prices should include only the material to be used by the student concerned.

Trips during the school day

A voluntary charge will be made to cover the cost of educational trips and other activities. However, as detailed at the outset, charges cannot be enforced, where this forms part of the curriculum. It is important to note that no student should be excluded from an activity, simply because his or her parents are unwilling or unable to pay, but voluntary contributions can be requested

If insufficient voluntary contributions are raised to fund a trip, then it may be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset, what their policy for allocating places on school visits will be. Further information and guidance on this matter is given in the school's Trips and Visits policy.

Full payment for Day trips that have a charge against them must be made at least one week prior to their departure.

Residential trips

Where at least half of the time away from home, is not normal school time or where the work undertaken, is not an integral part of the examination course, the trip can be classified as an "optional extra".

Any charge in respect of an "optional extra" requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the trip is deemed to have taken place during the school day, or is part of the national curriculum or preparation for a public examination, then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

The costs of alternative arrangements for students who choose not to attend an "optional extra", (for example supply cover for teachers accompanying the trip) are not to be built into the costs payable by the attending students.

Further information and guidance on this matter is given in the school's Trips and Visits policy.

Full payment for Residential trips that have a charge against them must be made at least one month before the departure date. A non-refundable deposit will be required to secure a place. Cancellation of a secured place can only be made 3 months prior to the departure date. During the final 3 months, payment in full will be expected from all students, any student dropping out will be expected to pay the full cost of the trip.

Any student who has not paid in full will not be allowed to go on a trip, but the school will still expect payment in full to cover the cost of the place that was booked and paid for by the school.

Parents are exempt from the cost of board and lodging for Residential visits that form part of the National Curriculum if their child is in receipt of benefits that entitle them to Free school Meals

Public examinations

No charge shall be made in respect of the entry of a registered pupil at the School. Charges are applied for the entry of a student, for an examination for which he/she has not been prepared by Cantell. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original then a refund is made for the fee. If a student is entered for an examination, but fails to attend, the entry fee for that examination or paper may be charged.

Malicious damage costs, lost items and fines

The financial costs relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the student and taken off the premises.

The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour.

The school reserves the right to refuse students the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a Health and Safety risk and concerns about the reputation of the school

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit that is not seen as an optional extra.

Schools can charge for:

- Transport from home to the School premises where there is no obligation for the Local Authority to provide transport.
- Transport to Residential and Day time activities outside of the National curriculum.

School Minibuses

The school has a permit under section 19 of the Transport Act 1985, which allows charges to be made. The school is not allowed to make a profit for any purpose by charging for travel in the minibuses but may recover some or all of the costs of running the vehicle, including insurance and loss of value.

Library books

The school will charge the replacement costs for lost, damaged or stolen library books. Year 11 students will not be allowed to attend the Prom if they have not returned or paid for their library books.

Certificates

The School reserves the right to ask for debts to the school to be paid prior to the release of certificates. Requests for certificates will attract, after one year, an administration fee of £5.00.

Photocopying

A charge of 3p per copy will be made for black and white photocopying and 6p per copy for colour photocopying for private purposes.

Free School Meal Students

Students whose parents receive any of the following benefits are entitled to Free School Meals (FSM):

- Income Support
- Income Based Jobseekers Allowance
- Employment Support Allowance (Income related)
- Child Tax Credit – provided they are not entitled to working Tax Credit and have an annual income, as assessed by the Inland Revenue (contact HMRC for up to date maximum amount).
- Support under part VI of the Immigration and Support Act 1999
- The guaranteed element of State Pension Credit
- Working Tax Credit run-on - paid for four 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)

Students qualifying for FSM may be offered a reduced rate for participation in Reward Trips, and can be considered for contributions towards other fees as appropriate. Money from the Pupil Premium is used to support a wide variety of activities for students who are FSM or Ever6.