



## **Charging And Remissions Policy 2016-17**

This policy exists to promote the Boston Spa School Mission.

**THE BOSTON SPA SCHOOL MISSION**

**Our ambition for every learner is:**  
**Academic Capital:** Achieving outcomes that match or exceed that which they would have achieved in any other school.

**Moral Capital:** To be young people who know right from wrong and make good moral decisions especially in the company of their peers.

**Social Capital:** To be 'nice people to know', who understand and model what it is to be an adult member of their communities.

**Our ambition is achieved in a school where:**  
 Everyone is treated with respect  
 Everyone makes progress  
 No one steals learning

**This creates:**  
 'A path to the future for all'




Reviewed by Resources Governors' Committee on date **28/06/2016**

Colleague with delegated SLT responsibility **Philip Harper**

Date next Governor Review **July 2017** or earlier if necessary



# **Boston Spa School**

## **CHARGING AND REMISSIONS POLICY 2016-17**

### **Background**

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

School governing bodies **cannot** charge for

- an admission application to any state funded school
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for re-sit(s) at the school

Schools **can** charge for

- Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- Optional extras ( see below)
- Music and vocal tuition, in limited circumstances (see below)

### **Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided a charge will be made for providing materials, books, instruments or equipment. Optional extras are

- education provided outside of school time that is not
  - a) part of the national curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school: or
  - c) part of religious education
- examination entry fees if the registered pupil has not been prepared for the examination at the school
- transport (other than transport that is required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (e.g. breakfast club, after school clubs, tea and supervised homework sessions)

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

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be sought for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However no child will be excluded from an activity because his or her parents are unwilling or unable to pay. Parents will be advised that if insufficient voluntary contributions are raised to fund a visit and the school cannot fund it from another source then it will be cancelled.

### **Music Tuition**

Although the law says that in general all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. Charges may be made for vocal or instrumental tuition provided either individually or in groups of any size provided that the tuition is at the request of the pupil's parent.

Charges will not exceed the cost of provision and charges will not be made if the teaching is an essential part of the national curriculum.

### **Residential Visits**

Schools **cannot** charge for

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education

Schools **can** charge for:

Board and lodgings although the charge must not exceed the actual cost

## **Charging and Remissions Policy**

In light of Government legislation as highlighted above Boston Spa School Governors will levy a charge in the following instances

- for materials within Design Technology, where parents have indicated in advance that they would like their child to bring home the finished product. In such circumstances, parents will be invited to cover the costs either in cash, or by providing ingredients. However, where parents are not prepared to do this, students will not be disadvantaged.
- for students entering examinations where the school has not prepared the student in that examination year a charge will be levied on the parents..

- for all materials, books, instruments or equipment where the parent wishes the child to own them.
- for music and vocal tuition with the exception of pupils who join the school in Year 7 whose parents are unable to pay (as defined below) who will be offered musical instrument tuition free of charge.

### **Residential Visits**

The governors recognise the educational benefits for students of residential and out of school non-residential activities which have evolved over a number of years. It is our wish that this programme of activities continue to evolve to meet the needs of pupils.

In order to meet the costs of this programme it is the policy of the governing body to:

- (a) levy the appropriate charge to parents for all board and lodging requirements on residential visits where the activity is deemed to fall wholly or mainly in school time, but to remit such costs for students of parents in receipt of the following
  - Universal Credit
  - Income Support
  - Income based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit provided that Working Tax Credit is not also received and family's income (as assessed by HMRC) does not exceed £16,190 (financial year 2013/14)
  - The guarantee element of State pension Credit
  - An income related employment and support allowance that was introduced on 27 October 2008
- (b) levy charges for all activities which fall wholly or mainly outside school hours.
- (c) request voluntary contributions from parents for school activities, running in school time, for which charges cannot be levied on parents. No student will be debarred solely by the inability of a parent to pay. However, where parents are unwilling to contribute to the costs, the activity may not take place.