



## **Ifield Community College - Charging and Remissions Policy**

**Approved by Governing Body 14<sup>th</sup> March 2024**

**Date of next review March 2025**

**Signed: (Chair of Governors)**

### **Purpose of the policy**

The purpose of this policy is to provide clear information about charging and voluntary contributions for our school activities.

We follow the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018.

<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>

<http://www.legislation.gov.uk/ukpga/1996/56/section/457>

<http://www.legislation.gov.uk/ukxi/2003/381/made>

No compulsory charge will be made for any activity linked to the school curriculum, which takes place during school hours. Any contribution is entirely voluntary and students of parents/carers who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then the activity will be cancelled.

The governors wish to support and encourage as wide a range of activities for pupils as possible, both within the day-to-day curriculum and beyond the school day. However, they are also conscious of the high costs involved, either to parents or the college, in maintaining a full programme of events, visits and activities for all age groups. All letters regarding contributions for school activities will make it clear that these are voluntary. If parents/carers have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the school Bursar who will come to an agreed arrangement.

Charges will be made for:

- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory studies relating to the national curriculum or to religious education.
- The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside college hours.
- Re-sits of prescribed public examinations where no further preparation has been provided by the college.

- The full costs of entering a student for a prescribed public examination where the Governing Body has decided there are educational reasons for not entering the student
- The full costs of entering a student for a prescribed public examination, where the student fails to attend the examination without good reason e.g. sickness
- Failure without good reason to complete the examination requirements for any public examination for which the governing body has authorised the payment of an entry fee.
- The costs (full or partial at the school's discretion) of breakages caused by students. A charge is unlikely to be made for accidental breakage, unless the student was not heeding previously stated safety procedures. The recovery of the full cost of deliberate breakage or vandalism will be sought by the School

### **Residential trips**

Special rules apply for residential activities.

#### **a) In School Hours**

If a residential activity takes place largely during school time (50% or more of the activity occurs within school hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual student will be made for any board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of these charges:

- 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)

In cases of hardship, the governors authorise the Headteacher to remit, either as a whole or in part, any charges which could be levied under any of the above. The governors will expect the Headteacher to use his discretion in the light of circumstances in each case.

#### **b) Outside School Hours**

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents/carers in receipt of the allowances identified above have the same entitlements.

### **Music Tuition**

The school will exercise discretion in accordance with individual circumstances in remitting some or all of the legitimate charges in respect of individual tuition in the playing of a musical instrument. For other musical tuition, the school will refer candidates to the West Sussex Music Service. No charge will be made in respect of a student who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

### **Additional contributions**

The governors have agreed to ask for voluntary contributions from parents, even in cases where no charge can be levied. This will be on the clear understanding that:

- There is no obligation to contribute and
- No pupil will be treated differently according to whether or not her/his parent/carer has made a contribution.