

### Charging and Remissions Policy

#### Introduction

The Loyne Specialist School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no pupil/student is discriminated against by our offering of school trips, activities and educational extras. This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis. This policy relates to activities provided to pupils at The Loyne Specialist School.

#### Charging Policy

##### **Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;  
Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- Instrumental and vocal tuition for children in care;
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

##### **Voluntary Contributions**

- We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.
- Any children of parents or carers who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. 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.
- We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
  - (a) part of the National Curriculum;
  - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - (c) part of religious education
- Board and lodgings on residential visits (subject to remission arrangements).
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Day care facilities

When calculating the cost of chargeable activities, the school will only take into account the following:

- Materials, books, instruments or equipment provided
- The cost of buildings and accommodation
- The cost of staff under contracts for services purely to provide an 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.

Participation in any chargeable 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.

### **Residential Visits – Pre 16**

We will charge for board and lodgings for residential visits for pre 16 pupils; the charge will not exceed the actual cost of the visit, which includes essential staffing at a level that meets the needs of pupils and ensures health and safety at all times. Parent/carers will not be charged more than £100 per day/night for a residential visit and school will actively seek value for money when sourcing suitable inclusive venues.

Parents/carers will be exempt from board and lodging costs for one residential visit per year where their child is entitled to Pupil Premium funding should the parent/carer wish their child to partake in the visit.

### **Residential Visits – Post 16**

Post 16 students entitled to element 2 Bursary funding will have access to 1 residential visit per year at a subsidised rate. Post 16 students not entitled to Bursary funding or in receipt of element 1 Bursary funding will be charged, in full, the agreed rate for the visit. The charge will not exceed the actual cost of the visit, which includes essential staffing at a level that meets the needs of pupils and ensures health and safety at all times.

School will offer at least 3 residential visits per year, one for primary, one for secondary and one for our Further Education Department (Post 16).

Other visits may be offered throughout the course of the year for pupils/students across the age phases.

Due to the costs of residential visits numbers will be capped at a maximum of 15 pupils/students (unless otherwise stated). Places will be offered on a strictly first come first served basis.

### **Remissions Policy**

There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Reviewed: Feb 2018

Review date: Feb 2019

Reviewed by: Susan Campbell/Anna Lazenbury