

Charging & Remissions Policy

This policy is concerned with The Rise School's policy on charges and remissions

Policy author: Philip Moss

Policy owner: Sarah Roscoe, Head Teacher

This policy is to be implemented by:

- All members of staff

This policy is addressed to:

- teaching staff
 - Parents and Carers
 - Other relevant stakeholders.
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This policy should be read in conjunction with the following policies:

FINANCIAL: The Autism Schools Trust: Financial Regulations

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Guidance & procedures

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1. Introduction

1.1 Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions e.g. towards school visits.

2. Objectives and Purpose

2.1 The Autism Schools Trust (AST) has set up this policy for certain activities which take place in the school. The purpose of this policy is to clarify (i) which items and experiences provided by the school may have a levy charged upon them, (ii) how much of the cost the school expects parents to be charged and (iii) who will be offered support to pay for items and experiences for their children.

2.2 The following sets out the AST's approach to charging and remissions:

3. Admissions

3.1 There is no charge for admissions.

4. School meals

4.1 There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per term decided by the Academy Trust as part of the budget setting process each year. Any change to the cost of a school meal will take effect at the start of an Academic Year. Parents will be informed of any change prior to the end of the previous academic year.

5. Public examinations

5.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

5.2 There is no charge for examinations that are not on the set list, but have been arranged by the school.

5.3 There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under section 5). However, the Head Teacher has discretion over paying such fees for pupils attracting Pupil Premium funding.

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6. Activities that take place during school hours (this does not include the break in the middle of the school day)

- 6.1 There is no charge for activities during school hours with the exception of music tuition (section 8).
- 6.2 There is no charge for transport during school hours to school-organised activities.
- 6.3 The school may charge for:
- i. books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
 - ii. optional extras (section 6)
 - iii. music or vocal tuition (section 10).

7. Activities that take place outside of school hours (non-residential)

- 7.1 There is no charge for activities that take place outside of school hours when they are:
- i. part of the set curriculum, including sports matches against other schools;
 - ii. part of the syllabus for a public examination that the pupil is being prepared for by the school; or
 - iii. part of the school's basic curriculum for religious education.

8. Optional extras

- 8.1 The school will charge for optional extras. Optional extras include education provided outside of school time that is:
- i. not part of the National Curriculum
 - ii. not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - iii. not part of religious education
 - iv. an examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school
 - v. transport taking a pupil to school or to other premises other than where the school has arranged for the pupil to be provided with education.

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- vi. board and lodging for a pupil on a residential visit.

9. The cost of optional extras

- 9.1 The Head Teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Head Teacher. The charges, when determined, will be communicated on a termly basis to parents and other relevant stakeholders as necessary.
- 9.2 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. In no circumstances will the charge include any subsidy for pupils wishing to participate in the activity but whose parents are unwilling or unable to pay the full charge (see section 12).
- 9.3 When calculating the cost of optional extras an amount may be included in relation to:
- i. any materials, books, instruments or equipment provided in connection with the optional extra
 - ii. non-teaching staff
 - iii. teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
 - iv. the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- 9.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

10. Activities that take place partly during school hours either on or off site

- 10.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 9.
- 10.2 Travelling time is included in time spent on activity.
- 10.3 In cases where the majority of a non-residential activity takes place during of school hours the charge cannot include the cost of alternative provision for those pupils who do not to participate.

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11. Residential activities

11.1 The school will not charge for:

- i. education provided on any visit that takes place during school hours
- ii. 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
- iii. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- iv. travel costs where the residential activity is classed as being within school hours
- v. residential activities that take place during school hours.

11.2 The Autism Schools Trust will charge for:

Board and lodging

- i. When any visit has been organised by the school, where there may be a cost for board and lodging, parents will be informed of this before the visit takes place.
- ii. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 12 for more guidance on remissions).

Travel

- i. Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

- i. The school may charge for residential activities that fall outside of school hours.

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12. Music tuition within school hours

- 12.1 The Autism Schools Trust follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 12.2 Charges may be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or as part of the Wider Opportunities programme.
- 12.3 The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- 12.4 The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.
- 12.5 The Autism School's Trust is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.
- 12.6 There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

13. Extended services

- 13.1 The Autism Schools Trust is dedicated to providing a well-rounded and extensive education for our pupils and students which includes a wide range of extra-curricular activities (Extended Services). Extended Services enable the school to provide:
- i. high-quality learning opportunities either side of the school day
 - ii. ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);
 - iii. ways of increasing pupil engagement; and
 - iv. ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

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13.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

14. Remissions and concessions

14.1 The school will remit fees for those pupils in receipt of Pupil Premium. In addition, it may be the case that a pupil does not attract pupil premium funding but their parent or carer is in receipt of support payments. Where these is the case the school will consider each instance on its own merits and consideration will be given to remitting fees. Support payments could include:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

14.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

14.3 The Head Teacher will authorise the remission of charges.

14.4 The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head Teacher. Where this is the case the school will bear this cost and will not include it in any charge to parents/carers.

15. Monitoring and evaluation

15.1 This policy will be monitored and evaluated in the light of changes to legislation and comments received from parents and other interested parties.

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Review: Annually

Next review: June 2017

Ratified	Signed by Chair of Governors
8 June 2016	

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