



# The Westbrook Trust

C/o Brompton-Westbrook Primary School, Kings Bastion, Brompton, Gillingham, Kent ME7 5DQ  
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## **POLICY ON: Charging and Remissions**

### **Introduction**

This document sets out the Trust's policy on charging and remissions for school visits and is compliant with Sections 449-462 of the Education Act 1996. It clarifies items for which the Trust can and will make charges, ask for voluntary contributions, make remissions (reductions) and what is free. It also summaries the key points from the DfE Guidance 'Charging for School Activities' - Departmental advice for governing bodies, school leaders, school staff and local authorities October 2014. This advice is updated periodically and must be referred to for further details. The Trust must also comply with a number of other Department of Education directives such as The Funding Agreement. It is essential that the Trust applies a charging policy that does not incur any costs to the Trust from funds allocated for the education of the children registered at the school.

The Trust cannot charge for:

- admissions
- 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 curriculum or 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
- Sure Start activities set out on the normal timetable of events

The Trust 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)
- certain early years provision e.g. childcare
- community facilities
- Some Sure Start activities such as summer trips to the coast

### **Optional Extras**

This is education provided outside of school time that is not:

- part of the national curriculum or religious education
- transport (other than transport that is required to take the pupil to school or to other premises where the Trust 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions)

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
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

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.

### **Calculating Charges**

Any charge made will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils / clients wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the school activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate e.g. no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

### **Voluntary contributions**

The Trust may ask for voluntary contributions for the benefit of the school or any school activities e.g. school trips. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset as will the fact that there is no obligation to make a contribution. The Trust will try hard to ensure that parents do not feel pressurised into paying and no child will be excluded from an activity if his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled.

### **Music Tuition**

Although the law states that, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition, and cannot be made if the teaching is an essential part of the national curriculum, a specifically funded programme or if a child is looked after.

### **Transport**

The Trust cannot charge for:

- transporting pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting pupils to other premises where the Trust has arranged for pupils to be educated
- transport provided in connection with an educational visit

## **Education partly during school hours**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **Residential visits**

The Trust 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 religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

The Trust can charge for:

- board and lodging - the charge will not exceed the actual cost

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging and this will be made clear in any communication from the school. (see full DfE Guidance for details)

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

### **Example 1**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **Community Provision**

The Trust makes the premises available for use to the community and charges for this vary (see Charging and remissions section).

## **Charging and Remissions**

The Trust will charge for the following:

- Breakfast and After School Clubs. (It is essential that this is charged at a rate that makes it self-funding, does not incur debt)
- Holiday schooling
- School meals for children in Years FS1, 3, 4, 5 and 6
- Hire of the school premises by profit making companies and business and private individuals (see Lettings Policy)

- Deliberate damage by pupils to school property
- Residential and other trips occurring mainly out of school time
- Activities provided at Friday afternoon clubs (out of school time) for which an external provider is paid
- Equipment or resources such as cooking ingredients required for Friday afternoon clubs

The Trust will ask for voluntary contributions for the following:

- School trips, including transport to and from the venue
- Visitors to school for which there is a cost, such as theatre groups
- Additional high cost equipment and resources where children will be taking the item home e.g. for cookery ingredients or model making

There will be remissions for the following:

- Wholly
  - The hire of the school premises by community groups whose functions support the objects of the Trust and where the hiring does not incur any costs to the Trust
- Partly
  - The hire of the school premises by community groups whose functions support the objects of the Trust will be charged at costs

The Trust will not charge for:

- Transporting children to and from school in emergency situations

<b>An initial impact assessment under the school's Single Equality Scheme has been carried out for this policy</b>	
A	Positive impact is explicitly intended and very likely
B	An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist
C	An adverse impact is unlikely. On the contrary there is potential to reduce barriers and inequalities that currently exist. There is insufficient evidence, however, for this assessment to be made with as much confidence as is desirable
D	Adverse impact is probable or certain, since certain groups will be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary
E	Adverse impact is probable or certain for certain groups but the policy as a whole can nevertheless be justified. PLEASE NOTE: Selecting this assessments will necessitate the need for legal advice

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