

CHARGING & REMISSIONS POLICY

Name of Unit/Premises/Centre/School	The Toynbee School
Date of Policy Issue/Review	February 2013
Name of Responsible Manager/Headteacher	Matthew Longden
Governors' Sub-Committee	Finance & Staffing

Purpose

To ensure that during the school day, all children have full and free access to a broad and balanced curriculum.

Morning: 08.45 – 13.20

Afternoon: 13.50 – 15.00

Principles

Toynbee School cannot charge parents for any activity when the school is actually in session. This excludes the break in the middle of the day. The exception is musical instrument tuition for individual pupils or groups of up to four. If Toynbee runs an activity for which it would need contributions, it can invite voluntary contributions from parents. No child should be excluded from an activity during the school day because his or her parents cannot pay or will not contribute.

Statutory Framework

Chapter III of the Education Act 1996 (sections 449-462)
 The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
 The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
 The Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005
 The Charges for Music Tuition (England) Regulation 2007
 DCSF Guidance Document 'Charging For School Activities' issued January 2009

Relationship to other policies

Equal Opportunities Policy
 Curriculum Policy
 Teaching and Learning Policy
 Lettings Policy

Monitoring and evaluation

Adherence to this policy will be monitored by the Governing Body, Head Teacher and Senior Leadership Team.

The policy will be reviewed by the Governing Body, Head Teacher and Senior Leadership Team every three years, or more frequently if need arises.

Procedures/guidelines arising from the policy will be reviewed and, if necessary, revised.

PROCEDURE ON CHARGING

Activities during school hours

1. No charges are to be made for education provided at the School during, or mainly during, school hours, except for:
 - a) musical instrument tuition
 - b) board and lodging on residential trips
2. Charges may be made for musical instrument tuition, either individually or in groups of up to four students, but not if the teaching is an essential part of a public examinations syllabus being followed by the student. Charges for musical instrument tuition will not exceed the cost to the School. An annual or termly subscription will be sought from the parents of students who participate in these lessons which normally take place during daily curriculum time. The level of the subscription will be reviewed by the Headteacher and Head of Music and by the Governing Body on an annual basis.
3. Voluntary contributions may be requested for activities offered during normal school hours. All activities offered during school hours will be made available to all pupils, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.

Activities outside school hours

4. The School may charge for activities which take place outside, or mainly outside, school hours, except for activities which are:
 - a) a necessary part of the National Curriculum; or
 - b) form part of the School's basic curriculum for religious education; or
 - c) an essential part of the syllabus for a public examination for which the School is preparing the student.
5. Charges for such activities will not exceed the actual costs incurred by the School in connection with the activity, including the costs incurred in engaging teachers to supervise the activity, divided by the number of students taking part.

Residential activities

6. For residential activities taking place out of school, the School may charge the cost of board and lodging for students, except for students currently entitled to receive free school meals.
7. Charges will be made for travel costs in connection with residential activities away from school, except residential activities:
 - a) taking place mainly during school hours; or
 - b) which are a necessary part of the National Curriculum or the School's basic curriculum for religious education; or
 - c) an essential part of the syllabus for a public examination for which the School is preparing the student.
8. Where charges are not made for residential activities, voluntary contributions may be requested.

Examination charges

9. No charges will generally be made for entering pupils for public examinations for which the student has been prepared at the School, but the Headteacher shall have the discretion to make a charge to parents for examination entry where:
 - a) the student was not prepared for the examination at the School; or
 - b) the School has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such entry, notwithstanding notification of such reasons; or
 - c) one free resit has taken place and further examination is being requested by the parents of the student.
10. The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers, where the student fails without good reason to complete the prescribed course for any examination, or to attend or sit the examination.

Breakages and Damage

11. The School has the right to ask a student's parents or carers to pay for the cost of breakages or damage to books and equipment as well as windows, doors etc. where the breakage or damage is a result of a student's misbehaviour or carelessness.

Voluntary Contributions

12. The School may request voluntary contributions from parents or carers for any activity for which a charge may not be made. Any such request should make it clear that contributions are voluntary, but may state that, if the contributions received are insufficient, the activity may be cancelled.
13. Voluntary contributions may be requested to cover:
 - a) the cost directly incurred by the School in connection with the activity.
 - b) the costs incurred by the School in administering arrangements for the activity and facilitating the activity taking place.
 - c) the costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity.
 - d) the costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home and where parents have expressed a willingness to receive and own the finished product e.g. Food Technology, Textiles, Art and Design Technology.

Other Matters

14. The purchase of musical instruments at net cost through the Hampshire County Council school purchasing scheme is supported on the understanding that parents and carers accept the criteria for inclusion.
15. The sale of classroom items such as revision books and scientific calculators can be made on a not for profit basis if the item is then owned by the student.
16. Catering on the school site is provided by a contractor (HC3S) who operate a cashless scheme. The meal tariff is set by the Local Authority. Parents/carers may apply for free school meals using a paper based application available from the school office or on-line direct to HC3S. All applications received will be submitted to the Department For Work & Pensions who check eligibility records and will notify both HC3S and the school of the outcome of the application within 48 hours of submission.

Remission of charges



17. With the exception of meal prices, the Headteacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any request by a parent or carer for waiver or remission of charges or voluntary contributions will need to be made in writing and will be treated in confidence.

Statutory provisions

18. This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities. This policy will be reviewed by the Finance Committee on behalf of the Governing Body from time to time, and in the event of any change in relevant statutory provisions or guidance.