

## Charging and Remissions Policy

### Rationale

This policy is drawn up in accordance with the legislation governing the charging for activities as set out in the Education Act 1996: Sections 449–462. It covers what the College may and may not charge for when activities take place either during or outside of College hours, including residential activities. It also covers the circumstances where it is permissible to request a voluntary contribution towards an activity.

Sir Jonathan North Community College supports the principle of maintaining the right to free College education. Budgetary constraints may reduce the range of activities which the College is in a position to offer and, as a result, some activities may be dependent upon parental contribution. However, the College will not charge for or ask for a voluntary contribution to anything unless it is covered in this policy. The policy will be reviewed annually and remissions may change in line with government policy.

Nothing in this policy statement precludes the Governing Body from inviting parents/carers or other interested parties to make voluntary contributions or the benefit of Sir Jonathan North or in support of any College based activity, whether during or outside College hours. Any contributions sought will be entirely voluntary and students will not be treated differently according to whether or not a contribution is made on their behalf in response to any invitation.

This policy sets out:

- What cannot be charged for
- Each type of activity that can be charged for
- When charges will be made
- How the charge will be worked out
- Who might qualify for help with the cost.

For the purpose of the policy the following interpretations apply:

- A charge must be paid and is a condition of participation.
- A contribution is voluntary and will not affect the eligibility to participate.
- College hours are between 8.30 am - 2.55 pm, Monday to Friday during term time.

### Charging for College Activities Education

1. Students attending Sir Jonathan North Community College **cannot be** charged for:
  - an admission application
  - education provided during College hours (including the supply of any materials, books, instruments or other equipment)
  - education provided outside College hours if it is part of the National Curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the student is being prepared for at the College, or part of religious education
  - tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum<sup>1</sup>, or part of a syllabus for a prescribed public examination that the student is being prepared for at the College, or part of a religious education
  - entry for a prescribed public examination, if the student has been prepared for it at the College
  - examination re-sit(s) if the student is being prepared for the re-sit(s) at the College<sup>2</sup>.
2. Students attending the College **can be** charged for:
  - any materials, books, instruments or equipment, where the student's parent wishes the student to own them;
  - optional extras (see over); and
  - music and vocal tuition, in limited circumstances (see page 3).

<sup>1</sup> It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

<sup>2</sup> However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents.

## Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of College time that is not:
  - a) Part of the National Curriculum
  - b) Part of a syllabus for a prescribed public examination that the student is being prepared for at the Collegeor
  - c) Part of religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the College
- Transport that is not required to take the student to College or to other premises where the local authority/Governing Body have arranged for the student to be provided with education  
and
- Board and lodging for a student on a residential visit.

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
- Support 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; and
- 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.

Charges made in respect of individual students cannot exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students 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 activity takes place during College hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from College accompanying students on a residential visit.

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.

## Voluntary Contributions

The College may decide to ask for voluntary contributions for the benefit of the College or any College activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It will also be made clear that there is no obligation to make any contribution.

No student will be excluded from an activity simply because his or her parents are unwilling or unable to pay. On occasions if insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. If this is a possibility it will be made clear at the point that contributions are requested. If as parent you are unwilling or unable to pay, your daughter will still be given an equal chance to go on the visit. If places are limited the College will make it clear to parents at the outset what the policy for allocating places on the visits will be.

The College does not request voluntary contributions to College funds. If you are approached in any way to make such a contribution, you should advise the Principal.

## Residential Visits

The College will not charge for:

- education provided on any visit that takes place during College hours
- education provided on any visit that takes place outside College hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the College, or part of religious education
- supply teachers to cover for those teachers who are absent from College accompanying students on a residential visit.

The College may charge for:

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

When you are informed about a forthcoming visit, details of parents who may be exempt from paying some of the cost of board and lodging (on receipt of proof) will be included. At the present time this would include parents who are in receipt of the following benefits:-

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,860 (Financial Year 2012/13)
- The guarantee element of State Pension Credit

and

- An income related employment and support allowance that was introduced on 27 October 2008.

Guidance on policies for Learning Outside the Classroom, including charging is available at <http://www.lotc.org.uk>.

## Music Tuition

Although the law states that all education provided during College hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual student 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. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Some subsidies are available for music lessons following the withdrawal of Leicestershire Arts Peripatetic Music service in 2012, as follows:

50% to students eligible for Free School Meals (FSM), 22.5% to students who have achieved ABRSM Grade 5, or above and 5% to all other students.

## Transport

The College will **not** charge for:

- transporting registered students to or from the College premises, where the local education authority has a statutory obligation to provide transport

- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the College; and
- transport provided in connection with an educational visit.

## Education Partly During College Hours

Where an activity takes place partly during and partly outside College hours, there is a basis for determining whether it is deemed to take place either inside or outside College hours. However, a charge can only be made for the activity outside College hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the College and not part of religious education.

## Non-residential Activities

If 50% or more of the time spent on the activity occurs during College hours, it is deemed to take place during College hours. Time spent on travel counts in this calculation if the travel itself occurs during College hours. College 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 College hours, it is deemed to have taken place outside College hours. For example, an excursion might require students to leave College an hour before the College day ends, but the activity does not end until late in the evening.

## Residential Visits

If the number of College 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 College hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the College day, Regulations require that the College 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: Visit during College Hours

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

### Example 2: Visit outside College Hours

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

## Public Examinations

No charges are made for entering students for public examinations that are set out in Regulations. The Governing Body must enter a student for each examination in a public examination syllabus for which the College has prepared the student. This does not apply if the Governing Body thinks there are educational reasons for not entering the student, or if the student's parents request in writing that the student should not be entered. The Local Authority (LA) may not override the Governing Body's decision on whether to enter a particular student for an examination.

An examination entry fee may be charged to parents if:

- the examination is on the set list, but the student was not prepared for it at the College
- the examination is not on the set list, but the College arranges for the student to take it
- a student fails without good reason to complete the requirements of any public examination where the Governing Body or Local Authority (LA) originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside College hours for an examination that is not set out in Regulations.

## **Activities Not Run by the College**

When organisations acting independently of the College arrange an activity to take place during College hours and parents want their daughter to join the activity, such organisations may charge parents. Parents must then ask the College to agree to their daughter being absent, just as they would if they wanted to take her out of College for a family holiday.

Third party activities organised by the College will be treated in line with this Charging and Remission Policy.

## **Identity/Meal/Library Cards**

ID cards are given to students at the start of each academic year. If lost the replacement cards cost 50p.

## **School Meals**

A midday meal is provided free of charge to students with a certified Free School Meal entitlement. Snacks and beverages are available to all students to purchase at break times and at midday. The charge for snacks and beverages is intended to cover the cost of providing the service.

## **Loss/Breakages and Damage to College Property**

The Governing Body reserves the right to seek reparation in the form of a charge from parents where their daughter causes loss, breakages or damage to College property. Such charges will not exceed the cost of the item or repair of the item excluding VAT.

## **Reprographics/Printing Charges**

A charging system operates within the College whereby costs relating to reprographics processes and paper are charged to the appropriate department at a level intended to fund in full the cost of making this facility available. Any surplus is re-invested into the purchase of additional College resources and equipment.

Students using the reprographics facility for the production of work relating to the curriculum are not charged. Students wishing to 'purchase' printing or reprographics for use not relating to the curriculum may do so at the appropriate rate.

All other users of the reprographics facilities at the College are charged at a rate above cost. These rates are agreed annually by the College and are subject to VAT where appropriate.

## **Hire and Use of College Facilities**

All hire and use of College equipment and facilities must be in accordance with the College's letting policy and schedule of charges as prepared and approved by the Governors' House and Finance Committee. Free use and charges below economic cost are not permitted.

## **Work Experience**

The cost of participation in work experience is met from the College budget. Student expenses will only be met where the parents/carers meet with one of the remissions criteria listed under page 4 of this policy.

## **Charging for Community Use**

The Governing Body recognises the need to promote the use of the College by the wider community and the burden on operational costs that such activities can place on the College budget.

The Governing Body will need to consider on an annual basis, whether the operational costs of the Adult Learning Programme are covered in full by the Community Schools' Budget share (CSB). Should it not 'break-even', then measures will need to be taken by the Governors' House and Finance Committee in conjunction with the Principal, Community Learning Zone Manager and Business Manager to streamline the programme and reduce the expenditure and make it financially viable.