



## Charging and Remissions Policy 2019.20

(Policy review June 2019 to include

Music Tuition charges from September 2019 and Community charges from June 2019)

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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

## 3. Definitions

- Charge: a fee payable for specifically defined activities and damages(s)
- Remission: the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The Governing Board

The Governing Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to: The Finance, Personnel and Resources Committee (FPRC).

### 4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

### 5.1 Education

- Admission applications

- 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 national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Appeals (remark of public examinations) if the school appeals an examination result and request a remark.

## 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

## 5.3 Residential visits

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out **what the school can charge for**:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Examination entry fee(s) if the registered pupil fails to attend the examination(s) due to unauthorised absence
- Appeals (remark of examinations) if the request is made by the parent. If the appeal is successful the fee(s) will be refunded to the parent.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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 (including 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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Music tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Music tuition is available at a subsidised rate to all pupils. A full list of charges is set out within Appendix A at the end of this policy.

### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 6.5 Damage to property or breakages

Where school property has been willfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

School visits are activities for which the school may ask parents for voluntary contributions.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.** If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 8. Activities this school charges for

There is currently no charge for school activities before, during or after the school day with the exception of music tuition (section 6.3).

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## 10. Community Facility

The school is dedicated to providing services for the local community. The school offers for hire, under terms and conditions, the use of its extensive facilities to serve both local community groups and private hirers. The school's Governing Body has control over the use of school facilities by third parties, the charges to be made and to retain the income from such charges. A full list of charges is set out within Appendix B at the end of this policy.



## APPENDIX A

### Music Tuition Lessons Available and Price List September 2019/20

Instrumental and vocal teachers/tutors visit Portchester Community School once each week to teach. Tuition often takes place during the school day and is rotated each week to ensure students do not miss classwork.

**Students are expected to check with staff in case homework has been set.**

Woodwind (Flute, Clarinet, Saxophone)  
 Brass (Trumpet, Trombone, Eb Horn, French Horn)  
 Guitar (Acoustic, Electric, Electric bass)  
 Piano  
 Keyboard  
 Singing  
 Drum Kit

#### PLEASE NOTE:

- Parents are asked to contribute to the cost of lessons. Please see tariff below.
- Students are expected to practise at home for a short period every day.
- It is possible to take examinations on most of these instruments.
- The lessons are in small groups per half hour.
- It is possible to borrow instruments from the school in some cases.
- It is not advisable to start learning an instrument unless the student has one to practise on at home or in school.

#### PARENTAL CONTRIBUTION:

**Options one to three are for students who do attend an extra –curricular group from below**

- OPTION ONE: £60 per term for instrumental lessons for one instrument
- OPTION TWO: £80 per term for instrumental lessons for two instruments
- OPTION THREE: £45 per term for singing lessons

**Options four to six are for students who do not attend an extra-curricular group from below**

- OPTION FOUR: £100 per term for instrumental lessons for one instrument
- OPTION FIVE: £140 per term for instrumental lessons for two instruments
- OPTION SIX: £70 per term for singing lessons

#### EXTRA-CURRICULAR MUSIC GROUPS:

For students paying for options one, two and three, they are expected to attend one of the following extra-curricular music groups:

- Choir
- Woodwind/Brass Ensemble.
- Jazz/Funk band

<b>HCC Subsidy</b> Under 18's/over 60's/special needs/disadvantaged groups		 <b>PORTCHESTER COMMUNITY SCHOOL</b>	<b>APPENDIX B</b> <b>Adult/Commercial</b>	
(excl.VAT) £ per hour	*(incl. VAT) £ per hour		Excl. VAT £ per hour	*(incl. VAT) £ per hour
<b>13.62</b>	<b>16.34</b>	<b>Main Hall</b>	<b>22.70</b>	<b>27.24</b>
<b>6.78</b>	<b>8.14</b>	<b>Classroom/Meeting Room</b>	<b>11.30</b>	<b>13.56</b>
<b>13.26</b>	<b>15.91</b>	<b>Studio</b>	<b>22.10</b>	<b>26.52</b>
<b>36.00/65.00</b>	<b>43.20/78.00</b>	<b>3G pitch Monday to Friday 5pm – 9pm Half/whole</b>	<b>36.00/65.00</b>	<b>43.20/78.00</b>
<b>18.50/37.00</b>	<b>22.20/44.40</b>	<b>3G Pitch Saturday and school holidays Half/whole</b>	<b>18.50/37.00</b>	<b>22.20/44.40</b>
<b>36.00/65.00</b>	<b>43.20/78.00</b>	<b>3G Pitch Sunday</b>	<b>36.00/65.00</b>	<b>43.20/78.00</b>
<b>7.50</b>	<b>9.00</b>	<b>Outside Tennis/Netball court</b>	<b>7.50</b>	<b>9.00</b>
<b>24.00</b>	<b>28.80</b>	<b>Sports Hall</b>	<b>40.00</b>	<b>48.00</b>
<b>11.50</b>	<b>13.80</b>	<b>One Badminton Court</b>	<b>11.50</b>	<b>13.80</b>
<b>13.26</b>	<b>15.91</b>	<b>Gym</b>	<b>22.10</b>	<b>26.52</b>
<b>12.60</b>	<b>14.70</b>	<b>Conference Room</b>	<b>18.10</b>	<b>21.80</b>
<b>28.40</b>	<b>34.08</b>	<b>Grass Pitches (per match)</b>	<b>54.30</b>	<b>65.16</b>
<b>12.00</b>	<b>14.40</b>	<b>Field</b>	<b>16.74</b>	<b>20.09</b>
<b>47.00</b>	<b>56.40</b>	<b>Function:Hall/DiningRm/Stage/Foyer/Toilets (outside of normal opening hours)</b>	<b>47.00</b>	<b>56.40</b>
<b>8.40</b>	<b>11.38</b>	<b>Dining Room</b>	<b>8.40</b>	<b>11.38</b>
		<b><u>CASTLE STREET CENTRE</u> Mon – Fri 8am – 10pm</b>		
<b>9.48</b>	<b>11.38</b>	<b>Main Hall</b>	<b>15.80</b>	<b>18.96</b>
<b>7.62</b>	<b>9.14</b>	<b>Classrooms (Small Hall)</b>	<b>12.70</b>	<b>15.24</b>
<b>19.50</b>	<b>23.40</b>	<b>Weekend Multi-use (occasional bookings)</b>	<b>22.00</b>	<b>26.40</b>
<b>8.40</b>	<b>10.08</b>	<b><u>ODYSSEY</u> Mon – Thurs 8am – 10pm + Fri 8 am – 5 pm</b>	<b>14.00</b>	<b>16.80</b>
<b>19.50</b>	<b>23.40</b>	<b>Friday Evening 5pm – 10pm and Weekend</b>	<b>19.50</b>	<b>23.40</b>
		<b><u>CHILDREN'S BIRTHDAY PARTIES</u> 3 hour hire 3G Pitch School (Assembly Hall) Zorbing party £10 per child. Includes party room for food (to be provided by hirer)</b>	<b>£65.00</b> <b>£65.00</b>	
	<b>£3.70</b>	<b>Lunch Club</b>	<b>£3.70</b>	
	<b>£3.50</b>	<b>Chair Based Exercise</b>	<b>£3.50</b>	
	<b>£6.00</b>	<b>Junior Cookery (paid half termly) per session</b>	<b>£6.00</b>	
<b>CHILDCARE/ADULTCARE PROVISION</b>			<b>2019/20 CHARGES</b>	
<b>Nursery/Pre-School – 3 months to 18 months (half day/full day)</b>			<b>£22.26/£44.52</b>	
<b>Nursery/Pre-School – 18 months + (half day/full day)</b>			<b>£21.20/£42.40</b>	
<b>Nursery/Pre-School additional hours</b>			<b>£4.20</b>	
<b>Nursery Meals per day</b>			<b>£1.00</b>	
<b>OSCAS Holiday Club (half day/full day)</b>			<b>£11.50/£22</b>	
<b>Castle Street Daycare</b>			<b>£43.00</b>	