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Charges, Voluntary Contributions and Remissions



**Bishop
Perowne**
Church of England College
Endeavour Forever

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and Remissions

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C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

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1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

Refer to Section 3 Policies and Procedures

1.4 Reviews

This policy will be reviewed every three years or when the need arises.

Review frequency: Governing body free to determine.

Approval: Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher.

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing Board believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Head teacher to ensure all college personnel and visitors to the college are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the college regularly, to liaise with the Head teacher and the coordinator and to report back to the Governing Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the head teacher

The Head teacher will:

- ensure all College personnel, students and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3 POLICY AND PROCEDURES

3.1 Introduction

The College wishes to provide for all students the best possible educational opportunities available within the funds allocated by the Department of Education. The law states very clearly that education during normal College hours is to be free of any compulsory charge to parents/carers and Bishop Perowne Church of England College warmly endorses that principle and is committed to upholding the legal requirements.

However, it is recognised that many valuable educational activities have been and will continue to be dependent upon financial contributions in whole or in part from parents and carers. Without that financial support, the College would find it impossible to maintain the quality and breadth of the educational programme currently available for students.

The College's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all students are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances and the Governing Body of the College has a policy concerning charges for day visits, residential visits, instrumental music, classroom materials and examination fees. We will always contact parents/carers before asking for any financial contribution to College activities.

3.2 Background

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449 - 462 of the Education Act 1996. The basic principle is that no charge can be made for the education or admission of students to an academy. Where education is provided wholly or mainly during College hours, it should be free.

There are, however, a number of specific exceptions to this general rule. Governing Bodies may not charge for anything unless they have drawn up a statement of general policy on charging. The Guide to the Law for School Governors (May 2012) provides guidance for all schools on charging for College Activities.

3.3 Charging Policy

The Governors require all aspects of law are to be complied with.

The Governors recognise the valuable contribution that the wide range of additional activities, which includes clubs and trips, can make towards a student's education. The Governors aim to promote and provide such activities as part of a broad and balanced curriculum for the students of the College and as additional optional activities.

3.3.1 Voluntary Contributions

Where it is not possible to provide an activity within the resources ordinarily available to the College, the College may request or invite parents to make a contribution towards the cost. The contribution must be genuinely voluntary and the students of parents/carers who are unable or unwilling to contribute must not be discriminated against. Where there are not enough voluntary contributions to make the activity viable, and there is no way to make up the shortfall, then it must be cancelled.

3.3.2 Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Optional extras include education provided outside of College time that is not:

- part of the National Curriculum;
- part of a syllabus for a prescribed public examination that the student is being prepared for at the College; or
- part of religious education

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;
- 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; and
- board and lodging for a student on a residential visit.

The following items can be included in optional extras:

- (a) student's travel costs;
- (b) a student's board and lodging costs;
- (c) materials, books, and other equipment;
- (d) non-teaching staff costs;
- (e) entrance fees to museums, castles, theatres etc.; and
- (f) insurance costs.

Any charge made in respect of individual students must not exceed the actual per student cost of providing the optional extra activity, divided equally by the number of students participating.

In the letter seeking the money from parents/carers it will include a statement that if there is any over charge for the trip etc., then if it exceeds £10 per person then the excess will be reimbursed to the individual parents/carers, but if it is less than £10 then the College will retain the surplus and use it towards a future trip or optional extra for the benefit of students.

3.3.3 Residential Trips

If 50% or more of the time spent on an 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. Where less than 50% of the time spent on an activity falls within college hours, it is deemed to have taken place outside college hours.

The College cannot 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; and
- supply teachers to cover for those teachers who are absent from College accompanying students on a residential visit.

The College is permitted to charge for the cost of board and lodging during residential College trips subject to the remissions policy. This cost must not exceed the actual cost of the provision. In the letter seeking the money from parents/carers it will include a statement that if there is any over charge for the trip etc., then if it exceeds £10 per person then the excess will be reimbursed to the individual parents/carers, but if it is less than £10 then the College will retain the surplus and use it towards a future trip or optional extra for the benefit of students

3.3.4 Music Tuition

The College may charge for individual music tuition, and group music tuition up to and including four persons, providing that the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student.

3.3.5 Transport

No charge will be levied 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 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.

3.3.6 Public Examinations

No charges may be made for entry for a prescribed public examination if the student has been prepared for at the College and no charge can be made for examination re-sit(s) if the student has been prepared for the re-sit(s) at the College.

However, an examination entry fee may be charged to parents/carers 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 LA originally paid or agreed to pay the entry fee; and/or

- a parent or carer requests a retake, for example, of a modular examination. 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 on the set list.

3.3.7 Materials and Textbooks

Where a student or parent/carer wishes to retain items produced in practical subjects such as art, craft and design, or design and technology, a charge may be made for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, however in extenuating circumstances assistance will be provided for those students who cannot afford such provision. Where parents have indicated in writing that they wish to own a finished product, the College may make a charge. The charge shall not exceed the cost of the materials used by the student.

Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

3.3.8 Breakages

Parents may be asked to pay for the cost of replacing broken windows or damaged books etc., where this is a result of a student's behaviour.

3.4 Remissions Policy

Charges for board and lodging will be remitted in full if the parent/carer of a student is in receipt of the following 'support payments':

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent/carer is not entitled to Working Tax Credit and their annual income does not exceed the current threshold.
- State Pension Credit, where the parent is in receipt of the guarantee credit;
- Income-Related Employment and Support Allowance; and
- Universal Credits.

The Governors may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governors and Head teacher from inviting parents and carers to make a voluntary contribution towards the cost of providing additional activities for students.

In circumstances of family hardship that make it difficult for students to take part in particular activities for which a charge is made – where for instance parents and carers are in receipt of 'support payments' – the College invites parents and carers to apply in confidence to the Head teacher for the remission of charges in part or in full. Authorisation for any remission will be made by the Head teacher. If a parent or carer disagrees with such a charge, they should write to The Chair of Governors for him to reconsider the decision of the Head teacher.

3.5 Monitoring

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on a term basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies and evidence of impact on students' learning.

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Head teacher reports to the Governing Board

4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
 - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

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