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# Charges, Voluntary Contributions and Remissions



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

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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

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### 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 annually or when the need arises.

### 1.5 Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

## 2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

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### 2.1 Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with 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/carers;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### 2.2 Role of the Headteacher

The Headteacher will:

- ensure all school personnel, students and parents are aware of this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

## 3 POLICY AND PROCEDURES

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### 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/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 and academies are required through their funding agreements to comply with the law on charging for school activities. 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. This also includes the supply of materials, books, instruments or other equipment.

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.

Schools cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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<sup>1</sup>, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and • examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>.

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. It must be made clear to parents that there is no obligation to make a contribution. 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,
- (f) insurance costs; and
- (g) an amount to cover the transactional costs of collecting income through ParentPay.

Any charge made to individual students must not exceed total cost of providing the optional extra activity, divided equally by the number of students participating. The cost cannot include any subsidy to cover the cost of individual students whose parents are unable or unwilling to pay or to cover the cost of alternative provision for students not wanting to participate. Participation should be based on parental choice and therefore consent is a pre-requisite.

All letters seeking the money from parents/carers will include a statement as follows which identifies the following process if the cost of the trip is less than the income collected: If savings from a trip 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**

Under current Department of Education legislation, the College may charge for individual music tuition, and group music tuition up to and including four (4) students, providing that the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Any charge will not exceed the cost of provision.

### **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. 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. A charge will be made which is equal to the total cost of the revision guide plus the transactional cost of collecting the income from ParentPay.

### **3.3.8 Breakages**

Parents may be asked to pay for the replacement cost of property including, for example, replacing broken windows or damaged books, where this is a result of the student's behaviour whether it is negligence or maliciousness.

## **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 Headteacher from inviting parents/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 Headteacher for the remission of charges in part or in full. Authorisation for any remission will be made by the Headteacher. If a parent or carer disagrees with such a charge, they should write to The Chair of Governors for him/her to reconsider the decision of the Headteacher.

### **3.5 Monitoring**

The Governing Body will monitor the impact of this policy through the Management Accounting process where the impact of the policy on the Management Accounts will be reported and there will be opportunity for discussion at the Full Governing Body Meetings.

## 4 RAISING AWARENESS OF THIS POLICY

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This policy is a public document and will be made available to any interested stakeholder.

### 4.1 Promoting Awareness

We will raise awareness of this policy via:

- The school website [www.bishopperowne.co.uk](http://www.bishopperowne.co.uk)
- Meetings with school personnel and volunteers

### 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

The practical application of this policy will be reviewed annually or when the need arises.

Any enquiries regarding this publication should be sent to us at

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