



**The Governing Board for the Isle of Wight Education  
Federation**

**Charging and Remissions Policy for Carisbrooke College  
and Medina College (including The  
Island VI Form)**

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The Governing Board aims to have robust clear processes in place for charging and remissions, and will clearly set out the type of activity that can be charged for and when charges can be made.

## **Roles and responsibilities**

The Governing Board has overall responsibility for approving the charging and remissions policy as well as monitoring the implementation of this policy

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

Staff are responsible for implementing the charging and remissions policy consistently, and for notifying the Executive Headteacher of any specific circumstances which they are unsure about or where they are not certain in the policy applies.

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

## **Definitions**

A charge is defined as a fee payable for specifically defined activities.

A remission is defined as the cancellation of a charge which would normally be payable.

## **Where charges cannot be made**

1. **Education** - subject to the limited exceptions referred to in this policy, we will not charge for the following:
  - 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, or part of a syllabus for prescribed public examination that the student is being prepared for at the school, or part of religious education
  - instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
  - entry for a prescribed public examination, if the student has been prepared for it at the school; and
  - examination re-sit(s) if the student is being prepared for the re-sit(s) at the school
2. **Transport** - no charge will be made for transport in the following circumstances:
  - transporting registered students to or from the school premises where the local authority has a statutory obligation to provide transport
  - transporting registered students to other premises where the governing board or local authority has arranged for students to be educated
  - transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at the school; and
  - transport provided in connection with an educational visit
3. **Residential visits** - no charge will be made for:
  - 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:
    - a) the national curriculum

- b) a syllabus for a prescribed public examination that the student is being prepared for at the school
- c) religious education
- d) supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

## Where charges can be made:

### 1. Education:

- Any materials, books, instruments or equipment, where the student's parent/carer wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities - see separate Lettings Policy

### 2. 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. The following are defined as optional extras are:

- education provided outside of school time that is **not** part of:
  - a) the national curriculum
  - b) a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - c) religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport (other than transport that is required to take the student to school or to other premises where the Governing Board have arranged for the student to be provided with education)
- board and lodging for a student on a residential visit
- extended day services offered to students (for example breakfast club, 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; and
- the cost, or a 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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents/carers 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 students who do not wish to participate.

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

The Executive Headteacher will decide when it is necessary to charge for optional activities, and will agree the levels of charge.

### **3. Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent/carer.

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 student who is looked after by a local authority

### **4. Residential visits**

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

### **5. Education partly during school hours (including residential visits and non-residential activities)**

Where 50% or more of the time spent on an activity takes place during school hours it is deemed to take place during school hours. Time spent on travel counts in this calculation **if** the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place outside school hours.

Charges may be made for activities that are outside school hours, except where the activity is not part of the national curriculum, nor part of a syllabus for a prescribed public examination that the student is being prepared for at the school and not part of religious education.

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

Residential visits - if the number of school 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 school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

## **Voluntary contributions**

As an exception to the requirements set out in section above detailing when charges can be made, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

**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 is very likely that will have to be cancelled for all students.

## **Other charges**

- charges may be made to recover examination entry fees in the following circumstances;
  - 1) if a student fails, without good reason, to meet any examination requirement for a syllabus the fee may be recovered from the student's parent;
  - 2) a charge may be made for students re-sitting an examination. This charge will include the actual fee plus an administration cost.
  - 3) a charge may be made for any examination entry when the school has prepared the student for the examination, but the school decides that for educational reasons the student should not be entered, and where the parent wishes the student to be entered. In these circumstances the fee may be refunded if the student subsequently passes the examination.
- When a student or parent wishes to retain items produced in a lesson or activity, a charge may be made to recover the cost of the materials used;
- A charge will be made for additional subject guides which are optional;
- Students are expected to provide their own ingredients for Food Technology lessons, but where the school provides ingredients a charge may be made to recover the cost of the ingredients;
- Damage to, or loss of, school property - where school property (including premises, furniture, equipment, books, planners, material, etc) has been damaged by a student or parent either wilfully or through neglect the school may charge those responsible for some or all of the cost of repair or replacement. Where materials or property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Executive Headteacher and dependent on the situation.
- Provision of school ties.

**Any parent/carer who does not pay an invoice will be pursued as a debtor to the school**

## Remissions

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

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)
- Income Support
- Income-based Job-seekers Allowance
- Income-related Employment and Support 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 HMRC) does not exceed £16,190
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Income-related Employment and Support Allowance