



“Maximising students’ abilities, ambitions and academic potential”

Charging and Remissions Policy

Recommended by: Finance and Premises Committee	
Date: June 2017	
Approved by the Full Governing Body	
Signed:	
Next Review Due: June 2019	

Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

BROADOAK MATHEMATICS AND COMPUTING COLLEGE CHARGING & REMISSIONS POLICY

INCOME

Charges for College Activities

1. During College Hours

Parents may be expected to pay for:

- 1.1 Individual music or group tuition, except where it is provided:
 - a) to fulfil any requirements specified in the syllabus for a prescribed public examination, or
 - b) specifically to fulfil statutory duties relation to the National Curriculum.
 - c) To a “Child in Care”.
- 1.2 The board and lodging element of all residential trips and visits, except in the case of students whose parents are in receipt of benefits which entitle them to free school meals, who may apply to the College for financial assistance.
- 1.3 The cost of transport direct from home to an activity sanctioned, though not provided by the College, such as work experience.
- 1.4 Activities arranged by a third party providing:
 - a) parents seek leave of absence for their children to participate in accordance with College regulations.
 - b) Neither the LA or Governors are involved in the transaction.
 - c) Parents and staff released for the activity satisfy themselves as to the adequacy of arrangements to ensure the safety and welfare of students, and
 - d) The Head and Governors consider the release of students could be justified given the need to meet the statutory requirements of the College curriculum in respect of students participating and those remaining at College.

A “third party” should not be a PTA as, in the opinion of the DfE, these are “too close” to the College. Also, in the opinion of the DfE, children released are “on holiday”. It follows that College insurance arrangements would not apply and the College would not be responsible for their welfare and safety. However, staff released for this purpose would be responsible. They will need to ensure that the third party has made adequate insurance arrangements for the children and themselves.

2. Outside College Hours

Charges may be made for “optional extras” defined as:

- 2.1 Falling wholly or mainly outside of College hours.

2.2 Activities not provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination, or
- b) specifically to fulfil statutory duties relating to the National Curriculum, or
- c) specifically to fulfil statutory duties relating to religious education

providing participation on the optional activity is on the basis of parental choice and a willingness to meet the charges.

NOTE: The terms of 2.2 above do not prohibit charges for board and lodging except where parents are in receipt of Income Support or Family Credit.

2.3 The charges may include an element for:

- a) a student's travel costs.
- b) A student's board and lodging costs, except where parents are in receipt of Income Support or Family Credit and the activity falls within 2.2 above.
- c) Materials, books, instruments and other equipment.
- d) Non-teaching staff costs.
- e) Entrance fees to museums, theatres, castles, etc
- f) Insurance costs.
- g) The engagement of teaching staff specifically for providing the activity and supply of such staff with travel, board and lodging providing that if they are employed by the Governors, they are:
 - employed to provide individual music tuition, or
 - engaged on a separate contract for services to provide the optional extra.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

2.4 Charges for individual students may not:

- a) exceed the actual cost of providing the optional extra activity divided by the number of students willing to participate.
- b) Include an element of subsidy for students whose parents wish them to participate but are unwilling or unable to pay, and
- c) Include the cost of alternative provision for more students who do not wish to participate, where a small part of the activity takes place in College hours.

3. **Voluntary Contributions**

The College may seek voluntary contributions from parents including a subsidy for low income families and the cost of travel for accompanying teachers for any College activity, providing that the Head or Governing Body makes clear to parents at the outset that:

- a) such contributions are genuinely voluntary.
- b) Students will not be treated differently according to whether parents have made a contribution.
- c) Parents are informed of the level of voluntary contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought nor any restriction on the use made of them.

4. Determination of College Hours

4.1 Non-Residential

An activity is deemed to take place in College hours if 50% or more of the period is spent during College hours. Excluded from the calculations are:

- a) the normal lunch break.
- b) Time spent in travelling unless it occurs during College hours.

The College publishes the length of the school day on the website and within student planners.

4.2 Residential Visits

- a) The calculation is based on the number of half days taken up by the activity, including travel, defined as any period of 12 hours ending with noon or midnight on any day, relative to the number of school sessions the participants would have attended had the activity not taken place.
- b) Where 6 or more hours in any half day are spent on the trip, it counts as a "whole half day".
- c) When half or more of a college session is spent on a trip, the entire session counts in the calculation.

Where the number of College sessions amount to or exceed 50% of half days taken up by the activity, it is deemed to have taken place in school hours.

5. Public Examinations

No entry charge may be made in any circumstances for students prepared by the College for prescribed public examinations named in Regulations to be made by the Secretary of State.

A charge may only be made:

- a) for public examinations not so prescribed.
- b) Where parents ask for a re-scrutiny of results.
- c) Where a Governing Body agreed to enter a student for a prescribed examination for which the student has not been prepared by the College.

- d) Where a student fails without good reason to complete the examination requirements for any public examination.
- e) Where the student fails to complete the required coursework
- f) Where the student fails to attend the examination(s)

- g) For any costs associated with preparing a student for a non-prescribed examination if the preparation takes place outside College hours, and providing:
 - the charge does not exceed the actual cost
 - no element is included which is attributable to the College's teaching staff costs unless those staff have been specifically engaged under contracts for this purpose.

Governing Bodies have a duty to enter a student for more than one examination where the preparation provided by the school would enable the student to take two or more alternative examinations in syllabuses for prescribed public examinations.

6. Remissions Policy

- 6.1 The statutory minimum must provide for complete remission of board and lodging charges to students whose parents receive Income Support or Family Credit if an activity takes place during school hours, or is out of school hours but covered by requirements relating to prescribed examination syllabuses, or duties relating to the National Curriculum, or duties relating to Religious Education.
- 6.2 The LA or Governing Bodies from funds at their disposal may be more generous than the statutory minimum.
- 6.3 Governing Bodies may be more or less generous than the LA, provided they meet the requirements of the law.