



Mowbray School

Charging and Remissions Policy

Policy reviewed and approved	March 2024
Version	1.1
Review frequency	2 years
Date of next review	March 2026
Responsible Officer	Rachel Hargreaves

Mowbray School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all school to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the beginning of the document.

The policy identifies activities for which:

- **Charges will not be made**
- **Charges will be made**
- **Charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. Voluntary contributions will not include an overcharge to subsidise the costs incurred as a result of those parents who have not make a voluntary contribution.

The Law says;

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

1. Things to consider before booking an activity or visit

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 normal School hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during School hours. Activities during normal School hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the School for activities mainly taking place outside of School hours.

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during School time, or towards activities which are a necessary part of the National Curriculum, *or towards activities that form part of the School's basic curriculum for Religious Education*. Parents will be asked to meet the full cost of optional extra activities that occur outside of normal School hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions. Students whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other students:

- Income Support (IS);

- Income Based Jobseekers' Allowance (IBJSA);
- 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 the limit set by HMR&C
- the guarantee element of State Pension Credit
- any similar income related employment and support allowances introduced by the Government.

2. No charges will be made for

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school
5. Education provided on any trip that takes place during school hours
6. Education provided on any trip that takes place outside school hours;
 - a. if it is part of the National Curriculum or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education
7. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

Please note school is able to ask for voluntary contributions in order to offer a wide variety of experiences to pupils

3. Activities for which charges may be made-

a. Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- b. Residential activities
- c. Music tuition

d. Public Examinations

- a. The Executive Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations.
- b. The Executive Headteacher has the authority to charge for examination entries in certain circumstances
- c. The Headteacher is authorised to request payment for wasted examinations fees.

e. Loss and Damage to School Property

Parents of a pupil who knowingly and intentionally damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.

4. Residential Visits

When any trip is arranged parents will be notified of the policy for allocating places.

5. It is the policy of Mowbray School that charges will (or may) be made as indicated below. Parental Agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged	Notes	Remitted or help available
Charges will be made for any materials, books, instruments or equipment, where a parent wishes their child to own them or consume them;	E.g. food produced in a taught lesson.	See section 6a
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.	See section 6a
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost	See section 6a
Public Examinations	Loss and Damage to School Property	

6. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at a reduced charge to parents in particular circumstances or support with payment plans provided. This remissions policy sets out the circumstances in which charges will be waived.

6a Families qualify for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of;

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- 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 the limit set by HMR&C
- the guarantee element of State Pension Credit

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines;

- We will give as much notice of visits/activities as possible
- We have established a system for parents to pay in instalments
- When opportunity for a trip/activity arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. However, we will operate a first come first served system where there are limited places for activities/visits.

Examples of regular requests for voluntary contributions

Swimming - £2.00 per session

Food Technology - Option choice £70 per term, non-option choice £20 per term

Outdoor Ed - Option choice £76 per year, non-option £38 per year

After school clubs – £2.00