

FOX WOOD SCHOOL



CHARGING AND REMISSIONS POLICY

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This Charging Policy informs staff and parents about charging for school activities. It conforms with the Education Act 1996 (Section 449 – 462) and the Department for Education Document 'Charging for School Activities', 2018.

SCHOOL ACTIVITIES

At Fox Wood School we follow the basic principle that education should be free of charge if it takes place during school hours. No charge will be made for;

- Admission to school
- Education
- Resources required to National Curriculum coverage
- Public exams
- Musical tuition which is part of the national curriculum requirement

A charge can be made for some costs which are considered to be 'optional extras':

- Resources which the child's parent wishes them to own
- Education provided outside of school time that is not part of the National Curriculum
- Transport (not required to take a pupil where education is being provided, LA Transport to and from school is separate, and subject to an application process.)
- Board and lodging for a pupil on a residential visit

In calculating the cost of 'optional extras' an amount may be included – or may fall directly to parents to pay - in relation to:

- 1-1 Tuition/Therapeutic Support if specifically requested by Parents/carers for activities or specific staff which are outside of school's statutory duties (i.e not specifically required in that format within an EHCP.)
- Resources, books, materials, instruments in connection with the optional extras
- The cost or proportion of cost for teaching staff engaged specifically to provide optional extras

Parent agreement is an essential pre-requisite for the provision of optional extras where charges are to be made.

No charge can include any element of subsidy for a pupil where parents are unwilling or unable to pay the full charge.

Fox Wood School will always try to cover the cost of 'in-school hours' activities which may include drama workshops, theatre group performances, live music activities, enrichment community visits, dance performances or sports coaching. Where the School is unable to fund enrichment activities then we will seek support from the Fantastic Fox Wood PTA group in the first instance.

For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the cost of travel. Schools are permitted to charge for board and lodgings. At Fox Wood a

charge will be made for board and lodgings and a request may be made for a voluntary contribution to cover transport. When informing parents of a forthcoming residential opportunity we will discreetly let parents know that they are exempt from board and lodging costs if they are in receipt of any of the following:

Statutory Exemptions:

- Income support
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received.
- The guarantee element of State Pension Credit
- Income-related Employment and Support Allowance (ESA)
- 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)

Example: Visit during school hours

Pupils are away from Monday to Friday. This counts as 10 half days including 10 school sessions, so the visit is deemed to have taken place during school hours. (We can make a charge for board and lodging, and ask for a voluntary contribution to cover transport and activities paid for if no benefits are received by a family. For families in receipt of benefits, no charges can be made. As stated we can ask for voluntary contributions, but must take a child, if parent is unable or unwilling to pay, using school budget to cover costs – should this not be economically possible then the visit would have to be cancelled for all.)

Additional Discretionary Exemptions (as Schools' discretion, and subject to the impact on school funds) :

- Pupil Premium

Transport

We do not charge for transport which takes pupils to other premises where school or local authority has arranged for pupils to be educated (e.g. inclusion sessions, community based learning that is a part of the curriculum, or work experience placements)

We may ask for a voluntary contribution from parents in connection with an educational visit to a place of interest. Again we will often also seek support for such visits from the Fantastic Fox Wood PTA.

Voluntary Contributions

We regularly try to include curriculum enriching activities off site such as visits to museums, galleries, swimming baths, sports competitions and other places of interest, which support and enrich pupils' experiences and learning. Parents may be asked to make a contribution to help make school funds go further. If a particular activity cannot take place without some monetary help from parents, this is explained to parents during the planning stage. No pupil will be left out of an activity because his/her parents cannot or will not make a contribution.

Each child will be given an equal chance to go on a visit. However it will be clearly stated in the contribution request that if insufficient voluntary contributions are made, the visit will have to be cancelled.

Extra Curricular Clubs

A charge may be levied for participation in extra curricular activities 'outside school hours' to meet the costs of materials and/or staffing as needed. This will be negotiated at the time with all relevant parties.

Letting of Premises

We support community use of school's facilities, in our support of the SEND Community. We sometimes offer minimum cost facilities (to cover essential costs only) for non-profit making community activities. Charges are negotiated on an individual basis and are confidential to each organisation. Charges are set to ensure school does not incur any additional costs which may impact on the running of the school, so that community charges are not cross-subsidised from school funds.

We may raise limited income for school from groups using the school hall and field during the day and holiday periods. Sessions booked and not used will be charged at 50% of the rate. Any income received would be reported and published in line with statutory requirements.

KEY RESPONSIBILITIES

Governors

- will review the charges levied to groups for the community facilities

Headteacher

- will be responsible for drafting proposals for charges, and discussing these with the Chair of Governors
- will provide reports for the Governors

Teachers

- will ensure all draft letters to parents are correctly worded, and that these are included within Evolve (offsite visits) requests so that they can be reviewed by Senior Leaders.

School Office Manager

- will manage the letting of school premises
- will provide effective financial administration enabling efficient budget management by the headteacher
- will maintain efficient and effective information systems

Fox Wood School Site Manager

- will manage the school premises during lettings

The Charging and Remissions policy will be reviewed annually, and kept inline with Local Authority and Government requirements.