



Charging and Remissions Policy

SLT Responsible Person: Mr Wayne Jenkins

Date of Policy: November 2020

Date to be reviewed: July 2021

Approved by: Senior Leadership Team – 26 November 2020

Published: Website/Staff Intranet

To be read in conjunction with: DfE Charging for School Activities (May 2018)
Education Act 1996 (Sections 449-462)
Charges for Music Tuition (England) Regulations 2007

1. Rationale

Helston Community College aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462, which sets out the law on charging for school activities in England. Trusts are required to comply with this Act through their Funding Agreements.

This policy complies with the Trust Funding Agreement and Articles of Association.

3. Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation or reduction of a charge which would normally be payable.

4. Roles and Responsibilities

4.1 The Chief Finance Officer (“CFO”)

The CFO is responsible for monitoring the implementation of this policy and to review annually, the chargeable rates that the College is required to apply. This review will take place during the spring term in time for the start of the new academic year the following September. The CFO will provide staff with appropriate training in relation to this policy and its implementation.

4.2 The Headteacher/Senior Leadership Team (“SLT”)

The Headteacher/SLT are responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the CFO and/or Central Finance Team of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4 Parents

Parents are expected to notify staff or the Headteacher/SLT of any concerns or queries regarding the Charging and Remissions Policy.

5. Charging for Education

5.1 Helston Community College will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the College, or part of religious education.
- Instrumental or vocal tuition that is part of the planned music curriculum.
- Entry for a prescribed public examination, if the student has been prepared for it at the College.
- Examination re-sits, if the student is being prepared for the re-sits at the College.

5.2 Helston Community College may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them.
- Optional extras.
- Instrumental and vocal tuition provided in addition to the normal curriculum at the request of the student's parents.
- Use of community facilities.

6. Optional Extras

6.1 Helston Community College may charge parents for the following optional extras:

- Education provided outside of school 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
 - Religious education.
- Examination entry fees where the student has not been prepared for the examinations at the College.
- Transport other than that required for the student to be provided with compulsory education.
- Board and lodging for a student on a residential visit.

6.2 When calculating the cost of optional extras, the College will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- The cost of buildings and accommodation.
- The employment of non-teaching staff.
- The cost of teaching staff (including supply teachers) under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.

6.3 Helston Community College will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

6.4 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

7. Examination Fees

Helston Community College may charge for examination fees if:

- The examination is on the prescribed list (which includes GCSEs and A levels), but the student was not prepared for it at the College.
- The examination is not on the prescribed list, but the College arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the College originally paid or agreed to pay the fee.

8. Examination Re-sits

- 8.1** Where a student is entered for a second or subsequent attempt at an examination, the parent/student will be required to pay the fee.
- 8.2** If a student or their parents consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents. If the awarding body changes the overall grade of the result, the College will not be charged by the awarding body and the parent/student will have their fees refunded.

9. Voluntary Contributions

- 9.1** Helston Community College may, from time-to-time, ask for voluntary contributions towards College activities. If an activity cannot be funded without voluntary contributions, the College will make this clear to parents at the outset. The College will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 9.2** No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the College cannot fund it via another source, the activity will be cancelled.
- 9.3** The College will strive to ensure that parents do not feel pressurised into making voluntary contributions.

10. Music Tuition

- 10.1** Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for, charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student's parents.
- 10.2** The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

11. Transport

The College will not charge for:

- Transporting registered students to or from the College premises, where the Local Authority ("LA") has a statutory obligation to provide the transport.
- Transporting registered students to other premises where the College or LA has arranged for students to be educated.
- Transporting students to meet an examination requirement when they have been prepared for the examination at the College.
- Transport provided in connection with a statutory educational visit.

12. Residential Visits

12.1 Helston Community College will not charge 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 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.
- Supply teachers to cover for teachers accompanying students on visits.

12.2 Helston Community College may charge for board and lodging – but the charge will not exceed the actual cost.

12.3 The remission of charges for board and lodging payments is the responsibility of the College. These costs will be borne by College funds.

13. Damaged or Lost Items

Helston Community College may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

14. Uniform

When the College sells uniform, the College will make a charge for items purchased by parents, but this charge must not exceed the actual cost of purchasing the uniform from the supplier.

15. Remissions

15.1 In some circumstances, the College may not charge or reduce the charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

15.2 Remission Criteria and Rates

The table below shows the remission rates that are applied within the College:

Item	Free School Meals Children	Looked After Children	Ever 6 Children	Post Looked After Children
Educational materials parents, wish child to own.	25% Remission	50% Remission	15% Remission	15% Remission
Damage or defacing of College property.	0% Remission	0% Remission	0% Remission	0% Remission
Residential trips.	50% Remission (max £100 per year)	50% Remission (max £100 per year)	25% Remission (max £50 per year)	25% Remission (max £50 per year)
Music Tuition (when provided by independent music teacher).	50% Remission (max £2.50 lesson)	50% Remission (max £2.50 lesson)	25% Remission (max £1.25 lesson)	25% Remission (max £1.25 lesson)

16. Arrangements for Monitoring and Evaluation of the Charging and Remissions Policy

The Trustees will monitor the impact of this policy every two years by receiving a financial report provided by the CFO on those activities that resulted in charges being levied, the cost of the remissions awarded (without giving names) and the source of funding for those remissions. The Trustees will give due consideration for the students most in need of additional support and decide whether the charging and remissions rates and criteria need to be altered.

Appendix A

Helston Community College Charges

Item	Charge
Educational materials parents, wish child to own.	Cost price less appropriate remission applicable.
Damage or loss of Trust/College property.	Cost price less appropriate remission applicable.
Residential trips.	Cost price less appropriate remission applicable.
Music Tuition (when provided by independent music teacher).	Cost price less appropriate remission applicable.