Charging and Remissions Policy

Introduction

The Loyne Specialist School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no pupil/student is discriminated against by our offering of school visits, our curriculum offer and extended day activities. This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis. This policy relates to activities provided to pupils at The Loyne Specialist School.

Charging Policy

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.

- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.

- Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.

- Entry for a prescribed public examination if the pupil has been prepared for it at the school.

- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school (note: if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil’s parents)

Voluntary Contributions

We may ask for voluntary contributions towards the cost of school-time activities to assist with the funding subject to the following conditions.

- Any children of parents/carers who do not wish to contribute will not be treated any differently. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

- Where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

- Optional extras (see below).

- Music and vocal tuition, in limited circumstances (see Appendix B).

- Certain early years provision (see the Education (Charges for early years provision) regulations 2012) https://www.legislation.gov.uk/uksi/2012/962/made

- Community facilities. (See s27 education act 2002) https://www.legislation.gov.uk/ukpga/2002/32/section/27

Optional Extras

Charges may be made for some activities which are detailed below:

- 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 pupil is being prepared for at the school.
    - part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

- Board and lodging for a pupil on a residential visit (subject to remission arrangements)

- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

  In 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, this includes supply teachers engaged specifically to provide the optional extra; and

- The cost, or an appropriate 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 pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Participation in any chargeable 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.

Further information regarding charging for school activities can be found at:
https://www.gov.uk/government/publications/charging-for-school-activities

Residential Visits – Pre 16
We will charge for board and lodgings for residential visits for pre-16 pupils; the charge will not exceed the actual cost of the visit, which includes essential staffing at a level that meets the needs of pupils and ensures health and safety at all times. Parent/carers will not be charged more than £120 per day/night for a residential visit and school will actively seek value for money when sourcing suitable inclusive venues.

Pupil Premium
When residential visits are offered (this may not be viable every year) parents/carers will be offered (where suitable) **one** residential visit per year for their child funded from Pupil Premium should the parent/carer wish their child to partake in the visit. Minimal additional charges may apply, for example for additional activities which are payable by the parent/carer.

Residential Visits – Post 16
We will charge for board and lodgings for residential visits for post 16 pupils; the charge will not exceed the actual cost of the visit, which includes essential staffing at a level that meets the needs of pupils and ensures health and safety at all times. Parent/carers will not be charged more than £120 per day/night for a residential visit and school will actively seek value for money when sourcing suitable inclusive venues.

Bursary Funding

When residential visits are offered (this may not be viable every year), Post 16 students entitled to Element 2 Bursary funding will have access to **one** residential visit per year at a **subsidised** rate.

Due to the costs of residential visits numbers will be capped at a maximum of 15 pupils/students (unless otherwise stated). Places will be offered on a strictly first come first served basis.

Remissions Policy

There will be no charge for board and lodgings for pupils whose parents/carers are receiving income support, income-based job seekers allowance, universal family credit or disability working allowance and their child qualifies for free school meals. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

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