

CHARGING & REMISSIONS POLICY

Role	<i>School Business Manager</i>	<i>Link Governor</i>
Name	<i>Kerry Evans</i>	<i>Galina Clark</i>
Contact via	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>	<i>Head Teacher's office Main school office Tel 0208-304-8311</i>

Our 'Named Governor' with special responsibility for Charging & Remissions is Galina Clark

Policy Reviewed & Approved by Governors:

Date: _____ March 2013 _____

Signed by Headteacher: _____

Signed on behalf of the
Governors Committee: _____

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Townley Grammar Schools Charging and Remissions Policy is available to parents / carers and ensures that parents on low incomes or in receipt of specific benefits are informed of the support available to them when being asked for contributions towards the cost of school journeys, educational visits and activities.

Education

Townley Grammar school does not charge for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that our pupils are being prepared for in school or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or part of religious education.
- Entry for a prescribed public examination if the pupil has been prepared for this in school.
- Examination re-sits if the pupil is being prepared for this in school.

Townley Grammar School does charge for:

- Materials, books, instruments or equipment whereby the pupil's parent / carer wish them to own.
- Optional Extras (detailed below).
- Teaching either an individual pupil or groups or any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charging is only made if our teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Optional Extras

Townley Grammar School makes charges for 'Optional Extras' as follows:

- Education provided outside of school hours providing it is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) in school.
- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

When calculating our budget for 'Optional Extras', we may include a charge for:

- Materials, books, instruments or equipment provided in connection with the optional extra.
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.

- The cost or proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument where this is an optional extra.

Townley Grammar School does not charge for more than the actual cost of providing an optional extra activity. Pupil participation is on the basis of parental choice and agreement to meet the charges. Parental agreement is a necessary pre-requisite when the school makes charges for an optional extra activity.

Voluntary Contributions

Townley Grammar School does request voluntary contributions for the benefit of the whole school. We are in a position to make 'Gift Aid' claims to HMRC in support of these donations generating more funds for the school. Gift Aid forms are available, upon request, from finance@townleygrammar.org.uk Parents / carers are encouraged to contribute towards the life of the school during the pupil's attendance but this is purely voluntary.

Our pupils are given an equal opportunity to go on a visit or take part in an activity even if the parents / carers are unwilling or not able to make a voluntary contribution. The majority of our visits and activities are funded through voluntary contributions and there may be times when arrangements have to be cancelled if insufficient funds are raised.

Residential Visits

Townley Grammar School does 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Townley Grammar School does charge for:

- The actual cost of board and lodging unless the parent / carer is in receipt of any of the following:
 1. Income Support
 2. Income Based Jobseekers Allowance (IBJSA)
 3. Support under Part VI of the Immigration and Asylum Act 1999.
 4. Child Tax Credit, Provided that Working Tax Credit is not also received and the family's income is not above that the amount assessed by H M R C.
 5. The guaranteed element of State Pension Credit
 6. Income related employment and support allowance that was introduced on 27th, October 2008.

Transport

Townley Grammar School does not charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has had a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

Charging and Remissions Policies

Townley Grammar School does not make charges outside of this policy.

The Governing Body may decide to reduce costs in accordance with this policy.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School Hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends but the activity does not end until late evening.

Residential Visits

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 two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1

Pupils are away from 12:00pm on Wednesday to 9:00pm on Sunday. This would count as nine half days including five school sessions therefore the visit is deemed to have taken place during school hours.

Example 2

Pupils are away from school from 12:00pm on Thursday until 9:00pm on Sunday. This counts as seven half days including three school sessions therefore the visit is deemed to have taken place outside school hours.