

MAGDALEN COLLEGE SCHOOL

CHARGING & REMISSIONS POLICY

(Statutory Policy- Annual Review)

GOVERNORS' FINANCE & RESOURCES COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors
	20/10/2009	No	Reported 1/12/09
October 2010	12 Oct 2010	No	
October 2011	October 2011	Yes	6 December 2011
October 2012	26 March 2013	Yes (16-19 Bursary Policy appended)	25 June 2013
March 2014	13 May 2014	Yes	1 July 2014
March 2015	3 March 2015	Yes (minor)	n/a
March 2016	15 March 2015	Yes (to dates only)	n/a
March 2017	13 June 2017	Yes (16-19 Bursary Policy, appendix, removed)	Ratified by committee 13 June 2017
May 24		Yes	

CHARGING & REMISSIONS POLICY

Magdalen College School believes that all students should have an equal opportunity to benefit from school enrichment activities and visits.

The Charging and Remissions Policy describes how the academy will endeavour to ensure a good range of visits and activities are offered and, at the same time try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities on offer.

This policy is based on advice from the Department for Education (DfE) on “charging for school activities” and the Education Act 1996, sections 449 to 462, which sets out the law on charging for school activities in England alongside guidance from the DfE on statutory policies for schools and academy trusts and in compliance with our funding agreement.

Roles and responsibilities

The governing body of Magdalen College School **has overall responsibility for approving this policy and overall responsibility for monitoring the implementation of this policy.**

Responsibility for approving the charging and remission policy has been delegated to the Finance and Resources Committee

Definitions

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

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 student is being prepared for at the school, or part of the school's basic curriculum for religious education.
3. Entry for a prescribed public examination, if the student has been prepared for it at the school*;
4. Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent(s)/carer.
5. Examination re-sit(s) if the student has been prepared for it at the school
6. Education provided on any trip that takes place during school hours.
7. 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 student is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education.
8. Supply teachers, covering for those teachers who are absent from school, accompanying students on a residential trip.
9. Transport provided in connection with an educational trip.
10. Transporting registered students to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
11. Transporting registered students to other premises where the governing Body or LA has arranged for students to be educated.

12. Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school.
 13. Education provided on any residential visit that takes place during school Hours
- * *If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

Activities for which a charge may be made....

1. Residential Visits

For residential visits which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging but not exceed the actual cost

2. Residential visits (non-essential)

For residential visits which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- i) if the amount of school time on the visit is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Is a Residential Trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip 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.

3. Non-Residential Trips

Charges may be made for non-residential activities (other than those listed 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).

4. Examination re-sit(s)* if the student is being prepared for the re-sit(s) at the school and the student fails, without good reason, to meet any examination requirement for a syllabus;

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

5. Materials and Textbooks

A voluntary donation is requested at the beginning of each Academic year to help contribute to the cost of equipment and materials used in the subjects of art and design technology in order that students can take home and enjoy their practical work.

Recommended voluntary contribution per group/ per academic year

Year 7 - 11 £5-£10 per year

In certain circumstances students may wish to bring in specific materials to use in their project work, particularly at GCSE and A level. This is acceptable and falls outside of this policy.

In the case of Food Technology, students usually provide their own ingredients, but if the student forgets or is unable to make a voluntary contribution, they may still take part in the activity but may not take home the final product. Textbooks are provided free of charge, but in some subjects, additional revision guides are available for purchase.

6. Music Tuition

The academy levies charges in respect of vocal or instrumental music tuition to individuals, and group of students at the request of the student's parent or guardian, insofar as the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. The charges may not exceed the cost of the provision, including the cost of the staff providing the tuition. No charge will be levied for any student under the care of the local authority.

7. Lettings

The school will make its facilities available to outside users, outside of school hours. The school will apply appropriate charging rates and ensure any organisations or recognized clubs or groups hold adequate public liability insurance, which indemnifies the school against loss or damage and our hiring agreement has been signed and complied with.

8. Damage/Loss to Property

A charge will be levied in respect of malicious damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to either the academy or a third party, where the cost has been recharged to the academy. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

9. Voluntary Contributions

Where the academy cannot levy charges, and it is not possible to conduct these additional enrichment activities within the resources ordinarily available to the academy, the academy may request or invite parents/carers to make a contribution towards the cost of the activity. There is no obligation for parents/carers to make a contribution, and no student will be excluded or treated differently if their parents/carers are unwilling or unable to make a contribution as otherwise invited. However, where there are not enough voluntary contributions to make the activity viable, then it will be cancelled.

10. Remissions Policy

In some circumstances, the academy may not charge for items or activities, however, this will be at the discretion of the Headteacher on behalf of the Governing Body and will depend on the circumstances and activity in question.

- i) Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
 - Income Support.
 - Income-based Jobseekers' Allowance.
 - Income-related Employment and Support Allowance.
 - Support under part VI of the Immigration and Asylum Act 1999.
 - The guaranteed element of Pension Credit

- Child tax credit - provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tac Credit;

- Universal Credit-Applications on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any other paid benefits you receive)

ii)

- v) The Headteacher, Finance & Resources Committee or Governing Body may apply the above principles to voluntary contributions and subsidise the trip from academy funds.