

## PENRYN COLLEGE

### Governors' Charging and Remissions Policy

**Approved by:** Finance, Premises & Audit Committee

**Responsible SLT Member:** Finance Manager

**To be reviewed:** February 2022

**Published:** Virtual School (Parent friendly version on School Website)

This policy meets the requirements of Section 457 of the Education Act 1996 (as amended by Section 200 of the Education Act 2002).

## **Introduction**

The Governing Body recognises that additional activities for example; day and residential educational visits, music, sport, theatrical performances – beyond the normal scope of the National Curriculum helps to provide a broad balanced, personal and social education for the children in the school.

The Governing Body is aware of the economical and financial circumstances and endeavours to keep costs as low as possible.

To provide these activities parents will be asked to pay a voluntary contribution to cover costs.

No child will be excluded from any activity organised by the school because of an inability of a parent to make a contribution but an activity will be cancelled if voluntary contributions by parents do not cover the full cost.

## **The Policy**

### **1. Activities for which charges may be made:**

- a) The board and lodging element of any residential activities in or out of school hours.
- b) The full cost to each pupil of any activities taking place outside school hours (“optional extras” i.e. not an essential part of a prescribed public exam or required to fulfil statutory duties relating to the National Curriculum or to Religious Education).
- c) The cost or supply of materials and ingredients in Food and Design Technology and other subjects, where parents have indicated in advance that they wish to own the finished product.
- d) Entry fees for prescribed public exams (including re-sits) where a pupil has not been prepared by the school and for non prescribed examinations.
- e) The entry fees for prescribed public examinations for which the school has paid (or are liable to pay) if a pupil fails without good reason to complete the examination requirements - recoverable as civil debt at the school's discretion.
- f) The charges which may be made by the examining board for re-scrutiny or remarking of exam papers at the request of parents.
- g) The costs of repairing or replacing equipment or property lost or damaged by pupils.

The Governing Body may, from time to time, amend the activity for which a charge may be made.

## **2. Qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge, or a reduced charge, to parents in certain circumstances.

Where a pupil is in receipt of (or registered for) free school meals or where the family is in receipt of:

- Universal Credit
- Guarantee element of State Pension Credit;
- Support under part VI or the Immigration and Asylum Act 1999;

The Governing Body will cover the pupil's cost of board and lodging for any residential activity that it organises for the pupils if:

- the activity is deemed to take place within school hours;
- it forms an essential part of the syllabus for a prescribed public examination;
- is required to fulfil statutory duties relating to the National Curriculum or to Religious Education

There may be other cases of family hardship which make it difficult for pupils to take part in chargeable activities. When arranging these activities, the Governing Body will invite parents to apply in confidence for the remission of all or part of the charges. Applications will be considered by the Headteacher and notified in writing.

Parents shall not be charged at a level intended to subsidise the participation of other children.

The total amount of remissions awarded will be reported to the Finance, Premises & Audit Committee annually.

## **3. Additional Considerations**

The Governing Body recognises its responsibility to ensure that the programme of activities and educational visits does not place an unnecessary burden on family finances. We will therefore try to adhere to the following:

- a) Our annual programme of planned trips is available on our website and all trips will be published at least one month in advance;
- b) When the programme is available we will send a text to all parents with the hyperlink to access the programme;
- c) A copy of the programme of planned trips will be included with the termly reports for parents;
- d) A copy of the programme of planned trips will be sent to all Year 7 parents at the start of the academic year;
- e) We have established a system for parents to pay in instalments by card through ParentPay;

- f) We acknowledge that offering opportunities on a “first pay, first served” bases discriminates against pupils from families on lower incomes and we will avoid that method of selection.

#### **4. Voluntary Contributions**

Requests for voluntary contributions from parents will be asked for every activity. If these costs are not covered the activity will be cancelled. Requests will make clear to parents:

- a) There is no obligation to pay;
- b) That pupils will not be treated differently according to whether a contribution has been made (so over-subscribed trips cannot be limited on the basis of payment);
- c) That in non-essential activities, insufficient contributions will cause the activity to be cancelled and allow for return of contributions.

#### **5. Music Subsidy** Cornwall Council has provided the funding for music subsidies direct to the Cornwall Music Education Hub (CMEH).

Children in care and children of Service families, as well as those currently eligible for Free School Meals are entitled to 100% subsidy (up to a maximum of £5 per lesson). Students of families in receipt of Disability Living Allowance/ Personal Independence Payment are entitled to a 50% subsidy (up to a maximum of £2.50 per lesson).

Assistance is also available for those children with Statements of Special Educational Needs or those learning a 'minority' instrument

A copy of the full policy is available from the Music Department or from the Finance Office.

The school will make an application to the CMEH for those qualifying children.

#### **6. Communication with Parents**

Model letters are set out in the Appendices to this policy. Appendix A covers residential trips mainly in school time with Appendix B covering non-residential trips mainly in school time. Appendix C refers to those trips mainly outside of school time.

#### **7. Arrangements for monitoring this policy**

The Finance, Premises & Audit Committee of the Governing Body will monitor the impact of this policy. They will receive an annual report on remissions granted (without the disclosure of names) and the source of those subsidies. The report will include an evaluation of the impact of the school's extended services for those children most in need of additional support. The report will be prepared by the member of the senior leadership team with responsibility for this area.

The policy will be reviewed annually.

**Appendix A**

Model letter for residential trips mainly in school time

**Proposed Visit to .....**

I am writing to let you know that we are planning a school visit in which your son/daughter may be involved. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board and lodgings/admission charges.

As the school does not have the funds to cover the costs of t travel/board and lodgings/admission charges, I must ask **all** parents to make a payment to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in instalments or with one final amount, no later than \_\_\_\_\_. Please note that once the school has confirmed the booking we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

The College is allowed to charge for the board and lodging costs for this visit (Section 457 of the Education Act 1996 as amended by Section 200 of the Education Act 2002) unless you receive one of the following benefits:

- Universal Credit
- Guarantee element of State Pension Credit;
- Support under part VI or the Immigration and Asylum Act 1999;

Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear-off slip.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

.....

Please return to (name) by (date).

Name of pupil .....

Tutor group .....

Proposed visit to .....

I am willing/not willing\* to pay in advance a payment of £..... for the above visit.

I am/am not\* eligible for remission of the board and lodgings charge.

I am willing/not willing\* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

\*Delete as appropriate.

Signature of parent/carer \_\_\_\_\_

## Appendix B

Model letter for non-residential trips mainly in school time

**Proposed Visit to .....**

I am writing to let you know that we are planning a school visit in which your son/daughter may be involved. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/admission charges.

The Education Act 1996 allows the school to request a voluntary contribution for these costs.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover them. Should all the other parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in instalments or with one final amount, no later than \_\_\_\_\_. Please note that once the school has confirmed the booking we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

.....

Please return to (name) by (date).

Name of pupil .....

Tutor group .....

Proposed visit to .....

I am willing/not willing\* to make a voluntary contribution of £..... to cover the travel/admission costs involved.

\*Delete as appropriate.

Signature of parent/carers \_\_\_\_\_

## Appendix C

Model letter for trips mainly outside of school time

**Proposed Visit to .....**

I am writing to let you know that we are planning a school visit in which your son/daughter may be involved. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board/lodgings/admission/staffing charges.

The Education Act 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act, namely:

It is not an activity required to fulfil any public examination requirement.

It is not an activity required to fulfil the national curriculum.

It is not an activity required to fulfil religious education.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in instalments or with one final amount, no later than \_\_\_\_\_. Please note that once the school has confirmed the booking we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

.....

Please return to (name) by (date).

Name of pupil .....

Tutor group .....

Proposed visit to .....

I am willing/not willing\* to pay in advance a payment of £..... for the above visit.

\*Delete as appropriate.

Signature of parent/carers \_\_\_\_\_