



EMMANUEL SCHOOLS FOUNDATION

Charging and Remissions Policy



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Charging and Remissions Policy

This policy has been compiled in line with DfE requirements and in accordance with sections 449-462 of the Education Act 1996.

Education during school hours

No charge may be made for admitting students to Emmanuel Schools Foundation (Foundation) schools. Education provided during school hours must be free. This includes materials, equipment and transport provided in school hours to carry students between a school and an activity. School hours are those when a Foundation school is actually in session, and do not include the lunch break in the middle of the day.

Musical Instrument Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989 or another enactment thereof).

Trips and Visits including residentials

A school **cannot** charge a fee for compulsory enrichment activities such as educational visits where those visits take place wholly or mainly *within* school-time. In such cases the Principal or Governing Body of a school may request a *voluntary contribution*. (By 'compulsory enrichment activity' we mean an enrichment activity that the child is required to attend, or that is necessary as part of the national curriculum or other prescribed examination syllabus.) Students of parents who do not contribute will not be treated any differently. However, such activities may be cancelled if insufficient voluntary contributions are raised to meet the costs incurred. When invited to take part in such an activity, parents and carers will be notified as to the level of voluntary contribution required to cover the cost of the activity.

A school **can** charge for compulsory enrichment activities that fall wholly or mainly *outside* school-time, but parents who are in receipt of the following benefits may request a refund of the cost of board and lodging on such trips:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999

- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- *Universal Credit*

If an enrichment activity is **not** compulsory, then the school will levy a charge to all students regardless of whether they are in receipt of benefits. In such circumstances a school may still assist in genuine hardship cases, but this will be at the principal's discretion. A school directs a certain element of its funds to support those who are genuinely unable to meet any additional charges to prevent children being denied the fullest possible access to school life. simply because of parents' inability to pay where possible.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- *Universal Credit*

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Principal and Chair of Governors will authorise any remission of charges.

The school may choose to subsidise but will never give 100% subsidy in order to ensure that parents and children share the commitment to the activity concerned charges for certain activities and pupils, and this will be determined by the governing body and Principal.

Classroom Materials

No charge will normally be made for materials and equipment used during school hours. However, parents and carers of students undertaking practical subjects may be charged for the cost of materials if their children wish to own the finished product.

Public Examinations

No charge may be made for entering students for public examinations that are set out in Regulations. A school will enter a student for each examination in a public examination syllabus that a school has prepared the student for. However, this will not apply if a school thinks that there are educational reasons for not entering the student, or if the student's parents or carers ask in writing that the student should not be entered.

An examination entry fee may be charged to parents if:

- The examination is on the set list but the student was not prepared for it at the school;
- The examination is not on the set list but the school arranges for the student to take it;
- A student fails without good reason to complete the requirements of any public examination where a school originally paid or agreed to pay the entry fee;

- Where a parent knowingly absents a student from an exam for reason other than illness e.g. for a holiday during term time.
- During their studies for a publicly examined course, a student is absent for any period that is classified by a school as 'unauthorised'

Charges may not be made for any cost associated with preparing a student for an examination. However, charges may be made for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in the Regulations.