



Charging and Remissions Policy

1. Purpose:

1.1 Legislation allows schools and academies to charge for certain activities which take place outside school hours. The Reach Free School's policy applies to charges made to pupils and their parents, guardians and carers, for facilities used by private individuals and to third party organisations that rent school premises.

1.2 Under the terms of the Education Act 1996, The Reach Free School must have a policy on charging pupils to participate in school activities. By law, pupils may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity.

2. Principles:

This policy outlines the situations and occasions when The Reach Free School can and cannot charge for provision.

3. Procedures:

3.1 Admissions

No charge shall be made in respect of admission unless it is for the purpose of:

- part-time education for persons over compulsory school age
- full-time education for persons over compulsory school age
- teacher training

3.2 Provision of Education

No charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside normal school hours, no charge shall be made, provided it is required as part of the syllabus/curriculum. The Reach Free School may charge persons who are not registered pupils at the school for education provided or for facilities used by them belonging to The Reach Free School.

3.3 Musical Instrument Tuition

The Reach Free School will review on a yearly basis whether or not to charge a contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public examination. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.

3.4 Practical Subject Charge

Charges will be made for materials and ingredients for practical subjects where parents, guardians and carers indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible pupils and only to allow those who have paid to take work home. Any pupil involved in projects where materials are uniquely expensive pays for materials in advance, based on prices obtained beforehand from the subject teacher.

3.5 Visits During the School Day

A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

3.6 Residential Visits

Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents, guardians and carers should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents, guardians and carers and this cannot exceed the actual cost. Exceptions to the rule include those pupils who are eligible for the Pupil Premium grant..

3.7 Public Examinations

No charge shall be made in respect of the entry of a registered student at The Reach Free School. Charges are applied for the entry of a pupil for an examination for which s/he has not been prepared by The Reach Free School. Entry for re-sit examinations and re marks may also be subject to charge.

3.8 Optional Extra Visits

Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents, guardians and carers are expected to meet the full cost of the trip.

3.9 Breakages

The financial cost relating to breakages/damage/fines are recoverable from parents, guardians and carers and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the pupil and may be taken off the premises.

3.10 Remission of Parent/Pupil charges

Parents, guardians or carers who find themselves in financial difficulties and/ or whose child is eligible for the Pupil Premium grant may apply to The Reach Free School for financial support.

3.11 School Mini-bus

Only the school's pupils and staff may travel in the school mini-bus. Charges can only be levied if the school has a permit issued by the Local Education Authority (LEA) under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel

will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

3.12 Third Party Lettings/Use of Facilities

While in its temporary accommodation the school will not be letting the facilities for third party use. However, arrangements are being made for the permanent site of the school to be let and this is covered in the Community Use Policy.

4. Calculating Charges:

When charges are made for any activity, whether during or outside the school day, they will be based on the actual cost incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fund-raising.

Parents, guardians and carers who would qualify for support are those whose children are eligible for the Pupil Premium grant.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents, guardians and carers.

5. Monitoring and Review:

The Finance and Resources Committee of The Reach Free School will monitor the impact of this policy. This policy will be reviewed every three years by The Reach Free School's Governing Body.

6. Links with other policies

Equality Scheme
Teaching and Learning Policy

Created: January 2013

Revised: October 2017

Ratified by the Governing Body: October 2013

Date of Last Review: October 2017

Date of Next Review: October 2020

Change History	Change(s) Made	Change Author
V1.0	Policy created	NSI
V1.1	Policy updated to reflect changes to how financial support is provided and 3.12 the Community Use Policy.	RBO