



# Lady Margaret School

## Charging and Remissions Policy

Reviewed summer 2017

Next review summer 2020

### 1. INTRODUCTION

This document sets out the school's policy on charging and remission for school activities and school visits. 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.

As part of its commitment to providing an enriched education, Lady Margaret School arranges educational visits and other optional activities to support and extend work carried out in the classroom. Students may visit places of interest such as museums, parks, galleries, theatre etc., and have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, Lady Margaret School has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out in this policy document.

The Governors of Lady Margaret School will ensure that they;

- Inform parents on low incomes and in receipt of relevant benefits, of the support available to them when being asked for contributions towards the cost of school visits.
- Do not place any obligation on a parent to make a contribution or pay any charges that apply; or
- Do not disadvantage any student because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

However, Lady Margaret School reserves the right to cancel any planned visit or optional activity where insufficient funding is available to meet the costs.

### General Principles

The Governors of lady Margaret School will not charge for:

- any admission application;
- education provided during school hours, (with the exception of music and vocal tuition) including the supply of any materials, books, instruments or other equipment;

- 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 girl is being prepared for at the school, or part of religious education;
- tuition for girls learning to play musical instruments if the tuition is required as part of the National Curriculum, or School Curriculum;
- entry for a prescribed public examination, if the girl has been prepared for it at the school

The Governors of Lady Margaret School reserve the right to charge for:

- any materials, books, instruments, or equipment, where the student's parent wishes their daughter to own them;
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Examination re-sit(s) if the student has not been prepared for the re-sit by the school;
- Examination fees where a student fails, without good reason to sit the exam
- optional extras (see section 6 for more detail).

These principles are explained in more detail below.

## **2. ACTIVITIES DURING SCHOOL HOURS**

Activities during Lady Margaret School hours are considered to be those undertaken during the hours Lady Margaret School is actually in session, excluding the lunch break in the middle of the day.

The Governors of Lady Margaret School reserve the right to charge for:-

- Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- Music or tuition in playing a musical instrument (except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum) *Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide girls with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual girl or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.*
- Activities arranged by a third party during school hours for which a child is being released from school at the request of their parent (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party);
- Board and lodging where a school activity involves students in nights away from home;
- The cost of repairing damage or replacing loss of school equipment caused as a result of a student's behaviour; and
- The cost of using any alternative transport between home and any other place where education is to be provided when transport from Lady Margaret School is available.

No charges will be made for:-

- Any material, books, instruments or other equipment for use in connection with education provided during Lady Margaret School hours;
- Transport arranged by Lady Margaret School between the Lady Margaret School premises and any other place where education is to be provided; and
- External visits to museums, parks, theatres, sports grounds etc that are part of the school curriculum.

However, parents may:-

- be asked to make a voluntary contribution towards the cost of theatre visits etc. within Lady Margaret School hours where insufficient funding is available within the Lady Margaret School budgets to meet the cost of such visits.

### **3. ACTIVITIES OUTSIDE SCHOOL HOURS**

Activities outside Lady Margaret School hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during Lady Margaret School hours.

A voluntary contribution or charge may be required for:-

- Education provided wholly or mainly outside Lady Margaret School hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- Any optional extra activity in which participation is a matter of parental choice; and
- The cost of repairing damage or replacing loss of equipment caused as a result of a student's behaviour.

### **4. RESIDENTIAL TRIPS**

The Governors of Lady Margaret School will charge for board and lodging, including that of necessary supervisory staff. When the school informs parents about a proposed forthcoming trip, parents who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income based Jobseeker's Allowance (IBJSA);
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit or Pension Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the prescribed annual income (£16,190 Financial Year 2013/2014);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance (the benefit was introduced on 27th October 2018)

When a residential trip is outside school hours, any financial assistance is at the discretion of the Headteacher.

When a residential trip is outside school hours, the charges in Section 3 will also be made.

## **5. OPTIONAL EXTRAS**

Charges may be made for some activities known as 'optional extras'. Optional extras include:

- Education provided outside of the school time that is not:
  - a. Part of the National Curriculum
  - b. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c. Part of Religious Education.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);

Where an optional extra is being provided, a charge is made for providing materials, books, instruments, or equipment. In calculating the charge an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

## **6. VOLUNTARY CONTRIBUTIONS**

Parents will be invited to make voluntary contributions for some school activities, whether during or outside school hours, residential or non residential. These contributions will be sought in order to support maximum participation in the opportunities for learning we can provide for the benefit of students at Lady Margaret School.

The terms of any request made to parents will specify that it is a voluntary contribution.

Voluntary contributions will be used to cover the costs involved in organising and running an activity, which may include transport, teacher release costs, materials and resources for the activity and a small 'benevolent' fund to assist families who would have difficulty in making the contribution.