



Charging & Remission Policy 2023-24

Ratified by Governors on 27/3/23

Introduction

The purpose of this policy is to ensure that educational opportunities provided at Queen Elizabeth's during School hours are available to all students regardless of ability to pay and that other activities are charged for in a fair and transparent way.

The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute. It also describes when costs will be waived for children from low income households.

The Policy has been informed by the Department for Education Guidance "Charging For School Activities" which was last updated in May 2018.

This policy is to support and to be used in conjunction with the Pupil Premium Policy.

Definition

The School day is defined as: 8.45 to 12.50 and 13.25 to 15.25
The lunchtime does not form part of the School day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

Policy Statement

This policy is based on the following principles:

- ☐ The education that is provided for students of Queen Elizabeth's is provided free of charge. All activities that are a part of the curriculum for compulsory school age children, when necessary as part of a syllabus for a prescribed public examination that the student is being prepared for at school, or part of religious education will be provided free of charge. Activities offered wholly or mainly during School hours are available to all students regardless of their ability to pay. No student will be excluded from curriculum activities because of their parents' inability to pay. The School will invite voluntary contributions for these activities from parents. Music Tuition provided at the request of parents and carers during the school day is an exception to this rule and will be charged for.
- ☐ The School will charge for some optional activities which take place wholly or mainly outside School hours.
- ☐ Where there are not enough voluntary contributions to cover the cost of an activity, and there is no way to make up the shortfall, for example through fundraising activities or school funds, then an activity will be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in information sent to parents.
- ☐ Parents who wish to discuss financial matters are able to discuss them in confidence with the Headteacher

In all cases, where a charge is made it will not exceed the costs of the provision, taking into account an allowance for contingencies which shall be proportionate to the likely need.

The implementation of the policy will be consistent with QE's Funding Agreement and relevant legislation.

Admissions

There is no charge for admissions.

School Meals

Students registered for Free School Meals are allocated a daily allowance of up to £2.50 per school day to allow them to purchase a two course main meal.

Journeys, Visits and Activities

Journeys, visits and activities play an important part in enhancing the curriculum.

Day visits and activities mainly or wholly during School hours

There will be no compulsory charge for visits and activities during School hours. We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. The Headteacher or Trip Leader will also make it clear to parents that there is no obligation to make any contribution. No student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips. From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances and the school may ask for a voluntary contribution from parents.

Music Tuition

Charges may be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of the Curriculum

Residential visits mainly or wholly during School hours

The School can charge for board and lodging, but this must not exceed the actual cost. Parents 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 Jobseeker's 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 Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents who are in receipt of eligible benefits may apply in writing for all or part of remission of charges detailed above.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education. Examples are sports activities, theatre visits and extended day services. Charges will be based on the cost incurred.

Day and Residential Visits mainly outside School hours

Where a visit is 50% or more outside School hours, including travelling time, it counts as outside School hours. Parents are liable for the whole costs of such visits and journeys including transport, board and lodging, tuition and any other costs incurred.

Where an activity takes place wholly or mainly outside school hours the charge made to parents will not exceed the cost of providing the activity, taking into account an allowance for contingencies which shall be proportionate to the likely need.

Activities not arranged by the School

When an activity is organised by a third party and is approved by the School, is educational or is supervised by someone authorised by the School, then the same guidance outlined above applies as to how charges apply.

Voluntary Contributions

QE may ask for voluntary contributions to the school for general funds and / or to fund activities that will enrich the students' education.

Inability or unwillingness to pay

QE is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity during the school day because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

Books, Learning Materials and Equipment

Classroom learning materials

The School will provide, without charge, all the books, materials, equipment and instruments required to follow the curriculum. Parents are expected to provide students with some basic equipment for their own personal use at School and at home. Parents will be informed of this in

advance through the New Parents' Handbook. The School will make a charge for materials or books where the parents indicate in advance that they or the student wish to own the finished article or book.

Materials for practical lessons

In many practical lessons, students make items that they want to take home to keep. In this case, the School may charge for the materials used. The cost of materials will be indicated to parents in advance so that they can inform the School whether or not they wish to purchase the finished articles.

Materials for Food Technology lessons

It is the School's policy to give every student the widest possible choice when preparing cooked dishes in Food Technology lessons. In this way, students are able to take account of family preferences and dietary needs. Parents are therefore encouraged to provide ingredients so that students may take home the finished dish. Basic ingredients will be provided by the School so that no student is excluded from the planned curriculum.

Students in receipt of Free School Meals, will be able to apply for financial support to purchase ingredients, for food technology lessons.

Loss and Damage

Parents will be asked to pay for items of School property which their students lose and where students wilfully or carelessly cause damage. The School will absorb the costs of genuinely accidental damage or breakages.

Fees (Extracted from the Examinations Policy)

No entry fee for a public examination is charged by the School except in the following circumstances:

- ☐ 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 pupil to take it;
- ☐ a pupil fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay the entry fee.
- ☐ If a student fails without good reason to complete the requirements of the relevant examination course or does not complete controlled assessments

The Business and Operations Team Leader has discretion to decide whether examination entry fees should be charged for public examinations for which a student was not prepared by the School.

Minibus

Users may be charged for travel in the minibus, but charges made will cover only actual costs incurred, including depreciation.

Pupil Premium - Additional Support

Please see the separate Pupil Premium policy for full details.

Students currently registered for Free School Meals may be entitled to:

- ☐ Financial support towards the cost of the basic school uniform

- ☐ Financial support towards 'after school' clubs and activities
- ☐ Financial support for engaging in Enrichment and Co-Curricular activities

Calculating Charges

When charges are made for any activity, whether during or outside of the School day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won't.

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

<u>To be ratified by Governors:</u>	<u>Monday 27th March 2023</u>
<u>Next Review Due:</u>	