

BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



CHARGING AND REMISSIONS POLICY

Updated: July 2018
Policy duration: 2 years
Committee: Finance & Estates

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Definitions

Charge – a fee payable for specifically defined activities

Remission – the cancellation of a charge which would normally be payable

Policy Statement

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the Finance & Estates Committee who will monitor the outcomes and impact of this policy every 2 years. The evidence base for assessment will be presented as agenda items at the Finance & Estates Committee meetings.

Below we set out what the school **cannot** charge for:

- i. An admission application to any maintained school
- ii. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- iii. Education provided outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- iv. Tuition for pupils learning to play musical instruments, unless the tuition is provided at the request of the pupil's parents/carers
- v. Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- vi. Examination resit(s) if the pupil is being prepared for the resit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.

Residential Visits

The Governing Body will:

- (a) make charges for travel, board and lodging in respect of pupils attending courses arranged by schools at Plas Dol-y-Moch Pursuits Centre, and other residential educational visits;
- (b) remit these charges in full in the case of pupils whose parents/carers were, at the time of booking the visit, in receipt of certain benefits which entitle the pupil to Free School Meals (listed at the end of this policy document)
- (c) otherwise not remit any charges incurred for board and lodging whether at Plas Dol- y-Moch or on other residential visits arranged by the school.

Instrumental Tuition

Parents/carers will be charged in full for the cost of peripatetic music lessons. Charges may be remitted in the case of pupils whose parents/carers were, at the time of requesting the tuition, in receipt of certain benefits which entitle the pupil to Free School Meals (listed at the end of this policy document). Details of current instrumental tuition fees are available from the school finance office.

External Examinations

Entry for a prescribed public examination (including re-sits) will be paid by the school if the pupil has been prepared for the examination at the school.

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.

Optional extra examinations - the actual cost of optional extra examination fees (subject not taught to the pupil by Blue Coat School) will be charged to the parents/carers in advance of the examination. Each subject under consideration for a fee charge must be agreed by the Headteacher.

GCSE/Equivalent Courses - the school will only pay once for each GCSE or Technical entry unless there are extenuating circumstances that will be considered on an individual basis by the Headteacher and reported to the Governors Curriculum Committee.

Technical Modular Courses - the school will only pay once for each individual module assessment during a Technical or Post 16 course unless there are extenuating circumstances that will be considered on an individual basis by the Headteacher.

A student spends a third year in the Sixth Form. In this case the school will pay for the

same number of modules as in the second year sixth form for the subject chosen.

Ingredients, Materials and Equipment

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents/carers) or require them to be provided if the parents/carers have indicated that they wish their child to own the 'finished product'. This is directly relevant for the cost of materials for the following subjects: Science, Design and Technology, Art and Food Technology.

Broken Equipment

The Governing Body will allow all departments to ask pupils and/or their parents/carers to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part. This does not in any way detract from the staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

Optional Extras

The Governing Body may charge for some activities that are known as 'optional extras'.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - Part of religious education
- Examination entry fees if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education
- Transport, board and lodging for a pupil on a residential visit
- Any materials, books, instruments or equipment provided in connection with the optional extra
- Teaching staff engaged under contracts for services purely to provide an optional extra; this includes teachers engaged specifically to supply the optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Voluntary contributions

Visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the trip but there is no obligation on parents/carers to make any contribution. In reality, the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents/carers who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. A pupil whose parents/carers do not contribute cannot be discriminated against and should not be excluded from an activity because their parents/carers are unwilling or unable to pay. In the event that funds surplus to the cost of the activity have been collected, then the overall surplus should be returned (in equal measure) to the parents/carers that contributed to the activity.

Information

Receipt of these benefits entitle pupils to Free School Meals (as at July 2018):

- *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)*