

Brixham College

Charges and Remissions Policy

October 2020

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Prepared by	Julie Chubb
Ratified by	The Trustees
Review	October 2022



A Values Led College

INTRODUCTION

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

In general the provision of education is free but as permitted by the Education Act 1996 charges are permissible in the areas listed below. No charges can be made unless the governing body of a college has drawn up a charging policy giving details of the optional extras or board and lodging they intend to charge for and a remission policy.

EDUCATION

This policy states that no charge may be made for:

- an admission application to any maintained college
- education provided during college hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the college, or part of religious education
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the college, or part of religious education
- entry for a prescribed public examination, if the student has been prepared for it at the college; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the college

A charge will be made for:

- any materials, books, instruments, or equipment, where the student's parent/carer wishes him to own them
- optional extras (see below)
- music and vocal tuition, in limited circumstances
- community facilities

Optional Extras

Optional extras are:

- education provided outside of college time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the college or
 - c) Part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college
- transport that is not required to take the student to college or to other premises where the governing body have arranged for the student to be provided with education and
- board and lodging for a student on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras 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 under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other student wishing to participate in the activity whose parents/carers are unwilling or unable to pay the charge in full.

In cases where a small proportion of the activity takes place during college hours the charge will not include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit.

Participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

VOLUNTARY CONTRIBUTIONS

The college may ask for voluntary contributions for the benefit of the college or any college activities. However, if the activity cannot be funded without voluntary contributions, this should be made clear to parents/carers at the outset. Parents/carers must also be made aware that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity

RESIDENTIAL ACTIVITIES

Charges will be made for board and lodging, except for students whose parents/carers are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents/carers will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents/carers will be asked to make a voluntary contribution.

MUSICAL INSTRUMENT TUITION

There is an exception to the rule about not charging for education in college hours. Charges may be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing.

TRANSPORT

No charge can be made for:

- transporting registered students to or from the college premises, where the college has a statutory obligation to provide transport;
- transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the college; and

- transport provided in connection with an educational visit.

ACTIVITIES NOT RUN BY THE COLLEGE

When an organisation acting independently of the college arranges an activity to take place during college hours and parents/carers want their children to join the activity, such organisations may charge parents/carers. Parents/carers must then ask the college to agree to their children being absent, just as they would if they wanted to take their children out of college for a family holiday. However, where an activity is organised by a third party and is approved by the college, is educational or is supervised by someone authorised by the college, then it is the DfE's view that it should be treated as if it were provided by the college and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is an "approved educational activity".

COLLEGE MINIBUSES AND COLLEGE BUS

The college may charge for transport in their minibuses and College Bus as we hold a permit issued under Section 19 of the Transport Act 1985.

Charges may recover some or all of the costs of running the vehicle, including loss of value. But the service may not make a profit, either directly through the fares charged or incidentally as part of a profit making activity, even if any profit would go into the college's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example, a club subscription) by or on behalf of a person that gives him or her a right to be carried.

MATERIALS, BOOKS, INSTRUMENTS OR OTHER EQUIPMENT

The governing body may set a charge for materials used in college where a parent indicates in advance that they or the student wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent/carers may be required to provide the materials in question.

DAMAGE TO PROPERTY

The governing body may reserve the right to ask the parents/carers of students whose inappropriate behaviour causes damage to contribute to the cost of repairs or of replacing defaced, damaged or lost property.