

Charging and Remissions Policy 2023/2024

Aims

Ellesmere College aims to:-

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges can be made

Legislation and Guidance

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 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to the finance and personnel committee.

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff are responsible for implementing the charging and remissions policy consistently and notifying the Principal of any specific circumstances which they are unsure about.

Where charges cannot be made

Public Examinations

No charges may be made for entering students for public examinations.

Where charges may be made

Voluntary Contributions

The Principal or Governing Body may ask parents for a voluntary contribution towards the cost of:

- a) Any activity which incurs an additional cost and takes place during school hours
- b) Any cooking ingredients used from school, or materials used in D & T

The contribution must be genuinely voluntary and the students of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Residential Trips

Ellesmere College is to charge for the cost of board and lodging during residentials. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly during school hours, children whose parents are in receipt of the following support payments, will in addition to having free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Universal credit in prescribed circumstances
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £18,725
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- An income related employment and support allowance

Clubs/Youth Club

Charges will be applicable for activities, trips, refreshments and transport where applicable.

Reprographics

All personal reprographics will be charged at a rate above cost, and these rates will be approved annually and subject to VAT.

Work Experience

The cost of participation in work experience will be met from the college budget. Student expenses are met by students, which will include transport and meals.

Damages

The Principal reserves the right to seek reparation from parents where their children cause loss, breakages or damage to school property.

Lettings

All lettings will be charged in accordance with our Charging Policy.

Monitoring

This policy will be reviewed by governors on an annual basis.

Policy Review Date:

Sept 2024