

# Benjamin Britten School



## Charging and Remissions Policy

## Legislation and statutory guidance

This policy takes account of the following legislation and statutory guidance:

- Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities: [https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/media/5af99c8ae5274a25e78bbe30/Charging_for_school_activities.pdf)
- The Education Act 1996, sections 449 to 462
- Using pupil premium: guidance for school leaders: [https://assets.publishing.service.gov.uk/media/68e661e3dadf7616351e4f5b/Using\\_pupil\\_premium\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/68e661e3dadf7616351e4f5b/Using_pupil_premium_guidance.pdf)

## Visits and trips

1. There can normally be no charge for education provided on a visit that takes place during school hours, or outside school hours if it is part of the National Curriculum, religious education or the syllabus for a public examination, however, it may be necessary to ask for voluntary contributions in order to provide the range of opportunities. Parents/Carers will be informed about this as preparations for each visit are made.
2. For visits which involve overnight stays, such as residential activity centres, but which take place mainly within school time, a charge will be made for the cost of board and lodging (unless the parents are receiving income support or family credit).
3. Other activities, such as the Iceland and languages visits abroad, are sometimes so arranged that most of the time involved falls outside school hours. They then are regarded as "optional extras" under the Education Act and a charge of the full cost will be made, unless the trip is essential to the curriculum.
4. Visits which take place entirely within school holidays, will likewise incur the full charge.
5. There are some visits, for which, because they take place largely in school time, it will not be possible to levy a compulsory charge, although if insufficient voluntary contributions are forthcoming it will not be possible for the visit to take place. No student will be treated differently according to whether or not the parents have made a voluntary contribution.
6. Charges for individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the numbers participating.
7. Charges will not include any subsidies for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge, as these costs are met by the school.

## **Other expenses**

1. Charges for ingredients in Food Technology or materials in Product Design, Textiles or Art may be levied if parents indicate in advance that they wish to have the finished product. In all other cases, the cost of ingredients or materials will be met by the school.
2. Students will have to meet the full cost of transport for activities such as Work Experience or Community Service but the school will repay the cost of any such travel in excess of a round trip of 25 miles per day in approved cases.
3. Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made:
  - a. If the teaching is an essential part of the National Curriculum
  - b. For a pupil who is looked after by a local authority

The school may also exercise its discretion in removing charges for a pupil:

- a. who is in receipt of free school meals;
  - b. whose family is receiving "Income Support", "Working Family Tax Credit", "Housing Benefit" or "Council Tax Benefit"
4. This policy also allows for continuation of the practice of giving help to any family for whom paying the full charge would cause undue hardship, so that their children can benefit from the opportunities available.
5. The school may receive Pupil Premium Plus funding for looked after or previously looked after children. The school follows the Department for Education's statutory guidance on using the pupil premium. This states that the Pupil Premium Plus is not a personal budget for individual children, and schools must use their funding on approaches intended to improve pupils' educational outcomes.

The Headteachers are prepared to consider other requests for reduced charges in cases of hardship.

## **Public Examinations**

1. A parent who asks for examination results to be re-scrutinised will be asked to pay any charge made by the examining body for the service. The criteria used by the school to judge whether or not a re-scrutiny should be sought can be obtained through contacting the school either by telephone on 01502 582312 or through email at [office@benjaminbritten.school](mailto:office@benjaminbritten.school) and asking to speak to Mrs K Jenkins, Deputy Headteacher for Progress.
2. The Governors have delegated to the Headteachers, responsibility for deciding whether there are educational grounds for not entering a student for an examination for which the school has prepared that student. Parents will be informed of any such decision in time to enable them to comment on it before the entry date.

3. The parents of any students who, without good reason, fail to complete the requirements for any public examination will be charged any fee which has been or will have to be paid for that examination. This could apply to failure to finish prescribed coursework as well as to failure to sit the final examination.

### **Application Forms**

Charging and Remission Application Forms are available from the school office and should be completed for each event and returned to the school for consideration.