
CHARGING AND REMISSIONS POLICY

Person(s) Responsible:	Finance Manager
Governors' Committee:	Resources Committee
Last Review Date:	Autumn 2015
Next Review Date:	Autumn 2017
Status:	Statutory

Policy Aims

The aims of Collingwood's Charging and Remissions Policy are to ensure:

- Students have access to the free education to which they are legally entitled;
- Activities offered wholly or mainly during school hours are available to all students regardless of their parents' ability or willingness to help meet the cost;
- All students have the opportunity to partake in activities that are offered wholly or mainly outside school hours regardless of their parents' ability or willingness to help meet the cost;
- Collingwood College has a procedure in place to recover any cost it pays for which it is lawfully entitled to be reimbursed by students, parents or others;
- A channel exists through which voluntary contributions from students, parents and others may be requested.

Definitions

- **School hours** are defined for Collingwood as Monday to Friday, term-time only as shown on the College website.
- Where an activity takes place partly during school hours, the **50% rule** is applied to determine whether it is deemed to be inside or outside school hours.
- **"No charge"** activities are those that take place during school hours (with the exceptions noted below), or outside school hours but are required in the syllabus for prescribed public examinations, or are part of the national curriculum, or part of the statutory religious education.
- An **"Optional extra"** is defined as an activity that does not fall into the "no charge" category (*Education Reform Act 1988*). The cost of optional extras can include an element for:
 - Travel
 - Board and Lodging
 - Materials, books, instruments and other equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance

The cost cannot include the cost of:

- Accompanying teaching staff;
- Teachers who were involved in the organisation of the activity, unless they were specifically engaged to provide that service (eg. a tennis coach)

Apart from the provision regarding instrumental tuition, no educational activity that is provided by the LEA or College during school hours can be an "optional extra".

Voluntary contributions may be in time and resources, as well as cash.

Basic Principles

The law governing this Policy is contained in:

- *The Education Act 1996: sections 402, 450-458, 460*
- *The Education (School Sessions and Charges and Remissions Policies) (information) (England) Regulations 1999*
- *The Education (Schools and Further Educations) Regulations 1981*
- *The Education (Prescribed Public Examinations) Regulations 1989*
- *The Education Reform Act 1988*

- The Governing Body of Collingwood College has delegated to the Co-Principals the right to apply this Policy within the day-to-day management of the College.
- Charges may be remitted in certain circumstances.
- Education for registered students in maintained schools and academies should be free if it:
 - Takes place in school hours (not counting midday break);
 - Is outside school hours but is required in the syllabus for prescribed public examinations, or is part of the national curriculum, or part of the statutory religious education.
- The College may charge for instrumental tuition for individual students or students in groups of up to four whether or not the activity takes place in school time.
- The charging policy need not be the same as the Local Authority's (LA) policy as long as it meets the requirements of the law.
- **Voluntary contributions.** Parents and others may be invited to make voluntary contributions towards any part of the College's work.
- **Optional extras.** Charges may be made for activities that are provided wholly or mainly outside school hours, as long as these are optional extras.
- Board and lodging on any residential course may be charged for in all cases.
- No charge should be higher than the actual cost to the College.
- Parents may be asked to pay for losses or breakages if these are as a result of a student's behaviour.
- Details of this Policy are conveyed to parents and other interested parties through the College Prospectus, and through literature given to students when a chargeable activity is being organised.

A. The College has a Right to Charge for:

1. Board and lodging on all residential trips, except as noted below under Remission of Charges.
2. Individual and group tuition (up to four in a group) for musical instruments, except where this is provided as part of the national curriculum or a prescribed public examination.
3. Vocal tuition provided mainly outside College hours.
4. Non-prescribed examinations for which the College has not prepared the student, such as where he or she:
 - Has received private tuition
 - Is re-sitting an examination for which the College has provided no additional preparation.
5. Adult or other non-school education provided on College premises whether or not during the College Day.
6. Materials, or require the student to provide materials, for any subject area where:
 - The finished article is to belong to the student;
 - It is portable (ie it can be taken away with him or her); and
 - The parents have indicated in advance a wish for their child to own the product.
7. The provision of a Uniform.
8. Transport provided for students attending activities organised by non-LA bodies.
9. Any of the following, payable by parents:
 - Wasted examination fees where a student fails to fulfil the examination requirements of a public examination without a good reason. (A "good reason" is defined by the College on the merits of each case);
 - Charges for optional extras for which they had agreed to pay beforehand. However, parents will be given the opportunity to opt out of an optional extra activity where the student no longer intends to participate, subject to the College recovering costs it is obliged to pay where it relied on that contribution in order to confirm that the activity will go ahead;

- Board and lodging, except as noted under Remission of Charges.

These are ultimately recoverable as civil debts.

10. Losses or breakages arising from student behaviour.

B. Remission of Charges

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging on a residential visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received The guarantee element of State Pension Credit, and
- An income related employment and support Universal Credit

The Co-Principals have the authority to remit other charges in individual circumstances where a student qualifies for Free School Meals. Otherwise remission will be at the discretion of the Governing Body.

Should the remission of charges place an undue burden on College funds, the Co-Principals will decide whether the activity should be cancelled, or if a request for voluntary contributions is to be made.

C. The College may Not Charge for:

1. Admission to the College
2. Education where it is to fulfil:
 - Any requirement in the syllabus for a prescribed public examination (including individual instrumental tuition); The College will fund the provision of specialists to assist students in the practical components of their music GCSE.
 - Statutory duties relating to the national curriculum (including individual instrumental tuition);
 - Statutory duties relating to religious education.

This applies whether or not the activity occurs outside school hours

1. The cost levied by outside persons or bodies (such as a visiting speaker, theatre group and agencies used for work experience) for activities that take place during school hours. The third party is able to levy charges directly on the students or their parents, but the College cannot take part in the transaction.
2. Essential protective clothing such as safety goggles.
3. The transport of students between College sites where education is to be provided by Collingwood or other LEA body.
4. Public examinations for which the College has prepared the student. This includes the provision of materials required by the syllabus.
5. Losses or breakages not arising from student behaviour.
6. Board and lodging in respect of students who qualify for Free School Meals where the trip falls under the "no charge" category.

None of the foregoing prevents the College requesting Voluntary Contributions to cover these costs.

D. The College is not obliged to provide:

1. Transport to activities that are not being provided by Collingwood or other Local Authority body, which may have been sanctioned as an acceptable off-site event by the College. These include travel to:
 - Sporting activities;
 - Work experience venues;
 - Orchestral concerts
2. Entry to more than one examination where the College's preparation of a student could lead to more than one examination. Where the College, the student or the parents decide to sit subsequent examinations, the deciding body will pay the cost of these.

E. Voluntary Contributions

These can be in the form of time and resources as well as cash, and can be requested by the College for any purpose.

No one is obliged to contribute and the College has an obligation to make that clear to all potential contributors.

The College must also make clear that no student whose parents do not make a contribution will be treated differently on that account. However, it may also be made clear to parents, at the planning stage of an optional activity, that the activity may be cancelled if insufficient help from parents is given. Any decision to cancel will be made by the Co-Principals.

Subject to the provisions in A.9 above, parents shall be given the ability to cancel any voluntary contribution they make. This will also be made clear to them at the planning stage.