



# Lady Margaret School

## Charging and Remissions Policy

Reviewed June 2023

Next review June 2026

### 1. Introduction

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

The Governors of Lady Margaret School will ensure that they;

- Will not charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment), subject to the limited exceptions referred to in this policy.
- Will inform parents on low incomes and in receipt of relevant benefits listed in section 6, of the support available to them when being asked for contributions towards the cost of school visits and trips.
- Do not disadvantage any student because of a parent's unwillingness or inability to make contribution or pay any charges that apply.

As part of its commitment to providing an enriched education, Lady Margaret School arranges educational visits and other optional activities to support and extend work carried out in the classroom. Students may visit places of interest such as museums, parks, galleries, theatres etc. and have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, Lady Margaret School has adopted a policy of seeking Voluntary Contributions or applying charges in certain circumstances and these are set out in this policy document.

Lady Margaret School reserves the right to cancel any planned visit or optional activity where insufficient funding is available to meet the costs.

## 2. General Principles

The Governors of Lady Margaret School will not charge for:

- Any admission application;
- Education provided during school hours, (with the exception of music and vocal tuition) including the supply of any materials, books, instruments or other equipment;
- Education provided outside school 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 school, 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 School Curriculum;
- Entry for a prescribed public examination, if the student has been prepared for it at the school;
- Examination resist(s) if the student is being prepared for resist(s) at the school.

The Governors of Lady Margaret School reserve the right to charge for:

- Materials, books, instruments, or equipment, where the student's parent wishes the student to own them. i.e. Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- Music and vocal tuition as set out in section 5,
- Optional extras.

## 3. Optional Extras

Charges may be made for some activities known as 'optional extras'. Optional extras include:

- Education provided outside of the school 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 school; or
  - c. Part of Religious Education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- Examination re-sit(s) if the student has not been prepared for the re-sit by the school;
- Examination fees where a student fails, without good reason to sit the exam;
- External visits, trips and residential trips which are not part of the school curriculum;
- Board and lodging where a school activity involves students in nights away from home;
- The cost of using any alternative transport between home and any other place where education is to be provided when transport from Lady Margaret School is available;
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- The cost of repairing damage or replacing loss of school equipment caused as a result of a student's behaviour.
- Activities arranged by a third party during school hours for which a child is being released from school at the request of their parent (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party);

Where an optional extra is being provided, a charge may be made that includes an amount for:

- 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 to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

#### **4. Voluntary Contributions**

Parents will be invited to make Voluntary Contributions for some school activities, whether during or outside school hours or for residential and non-residential trips. These contributions will be sought in order to support maximum participation in the opportunities for learning we can provide for the benefit of students at Lady Margaret School.

Voluntary Contributions will be used to cover the costs involved in organising and running an activity, which may include transport, teacher release costs, materials and resources for the activity and a small 'benevolent' fund to assist families who would have difficulty in making the contribution.

The terms of any request that is made to parents will specify that it is a Voluntary Contribution. The request will also make it clear whether the activity cannot be funded without Voluntary Contributions.

#### **5. Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case,

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The Governors of Lady Margaret School therefore reserve the right to charge for Music or tuition in playing a musical instrument (except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum)

## **6. Residential Trips**

The Governors of Lady Margaret School will charge for board and lodging for all residential trips.

In the case of residential trips whereby it is essential that the student attends the trip as it is part of the National Curriculum, the school will inform parents that if they are in receipt of the following benefits that they will be exempt from paying the cost of board and lodging:

- 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 current income threshold which is specified for Free School Meals entitlement)
- 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 the current income threshold which is specified for Free School Meals entitlement

However in the case of such trips parents may still be asked to make a Voluntary Contribution towards the cost of the trip where insufficient funding is available within the school's budget to meet the cost of such visits.

All residential trips which are not part of the National Curriculum will be charged for as per section 3, Optional Extras.

## **7. Activities During School Hours**

Activities during Lady Margaret School hours are considered to be those undertaken during the hours Lady Margaret School is actually in session, excluding the lunch break in the middle of the day.

No charges will be made for:-

- Any material, books, instruments or other equipment for use in connection with education provided during Lady Margaret School hours;
- Transport arranged by Lady Margaret School between the Lady Margaret School premises and any other place where education is to be provided; and
- External visits to museums, parks, theatres, sports grounds etc that are part of the school curriculum.

However, parents may be asked to make a Voluntary Contribution towards the cost of the activity within Lady Margaret School hours where insufficient funding is available within the Lady Margaret School budgets to meet the cost of such visits.

## **8. Activities Outside School Hours**

Activities outside Lady Margaret School hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during Lady Margaret School hours.

A Voluntary Contribution or charge may be required for:-

- Education provided wholly or mainly outside Lady Margaret School hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- Any optional extra activity in which participation is a matter of parental choice; and
- The cost of repairing damage or replacing loss of equipment caused as a result of a student's behaviour.