

Ernest Bevin College CHARGING AND REMISSIONS Policy 	
Responsibility: School Business Manager	Date Approved: March 2022
Approved by: Governing Body	Review Date: March 2023
Monitored by: School Business Manager	Links to other Policies: Pupil Premium

1. Introduction

This policy has been formulated in accordance with guidance from, The Key for School Leaders and sections 449-462 of the Education Act 1996, the College Admissions Code and the Education and Inspections Act 2006.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers (referred to as parents from this point on). The Governing Body of Ernest Bevin College is committed to providing the best education for all and will endeavour, within reason, and as funding resources allow, to ensure that all activities offered wholly or mainly during the college day are available to all students, regardless of their respective parent's ability to pay. Governors reserve the right, however, to request voluntary contributions from parents/carers and, in the event of insufficient funding, to cancel an activity.

3. Responsibilities

The Governing Body of Ernest Bevin College is responsible for determining the content of the policy and the Principal for implementation.

4. Charges

The Governing Body recognises that legislation (as defined in section 1) does not allow charges for certain activities/trips/provisions but that nothing in legislation prevents the college from requesting voluntary contributions for the benefit of the college or any college activities (see section 9).

5. Publication of Information

This policy will be made available on the college website. The policy will be referred to in the college prospectus and parents will be able to receive a summary of the policy by request. This policy can be made available in large print or other accessible format if required.

6. Charges

The governing body has determined that the college intends to charge for the following:

- (a) board and lodging on residential visits (not to exceed the costs, see note in the Remissions Section)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside college hours ('optional extras') to meet the costs for:
 - (i) travel, other than in connection with an educational visit
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) examination entrance fees if the registered student has not been prepared for the examination at the College
 - (v) insurance costs
- (c) extra-curricular tuition of an individual or groups of any appropriate size to play a musical instrument or to sing
- (d) re-sits for public examinations where no further preparation has been provided by the college
- (e) examinations where no further preparation has been provided by the college
- (f) any other education; transport or examination fee; materials, equipment and/or instruments (where the parent wishes for their child to own them) unless charges are specifically prohibited
- (g) breakages, damage and replacements as a result of damages caused wilfully or negligently by students
- (h) extra-curricular activities and college clubs.
- (i) Letting of college facilities when not being used by the college. See 'College Lettings Policy' for further detail on the aim, purpose and terms and conditions governing lettings of college facilities.

Information will be made available to parents as applicable in order that parents understand how any charges have been worked out. Charges 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. Participation in any optional extra activity will be 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.

7. Remissions

Students whose parents are in receipt of free college meals will, in addition to having a free college lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential college trips.

8. Financial Assistance Towards The Cost of 'Optional Extras', Activities and Other Charges as Identified in Section 7

The college will consider providing financial assistance towards the cost of charges as listed in section 6 when:

- a) There is a request for financial assistance by a student, parent or carer (this request should be made to a member of the SLT linked to the year group), or

- b) Staff believe that a student will need financial support to take advantages of opportunities that are charged for as listed in section 6.

In determining whether financial assistance will be provided, the SLT member, in consultation with the Principal, will make use of one or more of the following criteria:

- a) Students whose parents are in receipt of support payments as detailed in section.
- b) Where the IDACI (The Income Deprivation Affecting Children Index) score and rank, for the SOA (Super Output Area) in which the postcode (of the home of the student) falls, is in the bottom 20% for England.
- c) Overcoming Barriers To Learning students (four or more factors).
- d) Students with SEND (Special Education Needs, Learning Difficulty or Disability).
- e) Students whose day to day lives are impacted by family members with disabilities/illness.
- f) Students with exceptional family circumstances which have led to temporary financial hardship.
- g) Trips which will bring benefit to groups or communities outside of EBC.

The process for agreeing financial assistance will be as follows:

- a) The decision to grant financial assistance will rest with the SLT member linked to a year group in consultation with the Principal
- b) The level of assistance will range from 25%, 50% or 75% of the cost.
- c) Families will normally be asked to provide some contribution to the cost.
- d) Families will be asked to provide evidence of the criteria used as above, as applicable.
- e) Normally financial assistance will be a one off discretionary amount but there may be an agreement to cover more than one charge over a specified period of time.
- f) The details of the financial assistance will be kept confidential and formally documented and retained in the finance department.
- g) There will be no guarantee that financial assistance will be agreed as the request or benefit from the activity will be considered on an individual case by case basis and based on budget availability.
- h) Alternatively, individual payment plan arrangements (i.e. extended payment terms/payment by instalment) can be requested subject to the criteria listed in section 8 above. Payment plans would be agreed on the following basis:
 1. Payment must be made in full two college weeks before the trip/activity.
 2. Instalments must equate to a minimum of 25% of the full cost to be made at regular agreed intervals with the finance department (up to a maximum of £100 for the total cost of the trip/activity).
 3. Payment plans where the cost exceeds £100 will require authorisation from a member of the leadership team via the finance department.
 4. For item 6(c), the college would only agree to an individual payment plan arrangement. Exceptional circumstances to this must be driven and approved by the college at the outset. Completion dates for payment plans, in this scenario, must be agreed with the finance department at the outset.

9. Voluntary Contributions

The Governing Body recognises that nothing in legislation prevents the college from requesting voluntary contributions for the benefit of the college or any college activities. However, if insufficient voluntary contributions are received to cover the cost of activities, the Principal will ensure that parents are informed at the outset that the college may need to cancel the activities if there is no alternative method to make up the shortfall. **There will be no obligation for a parent/carer to make any contribution.** The college will ensure that no student is treated differently according to whether or not their parent has made any contribution in response to a request for voluntary contributions.

Parents may be invited to make a voluntary contribution, which will not be mandatory, for any activities or provision organised for the benefit of students where it is inappropriate to make a 'charge'. This will include the following:

- a) Educational visits.
- b) Transport in connection with an educational visit.
- c) Ingredients/materials for subjects like technology where parents have indicated in advance that they would like to their child to bring home the finished product.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Note 1

Non-residential activities

If 50% or more of the time spent on the activity occurs during college hours, it is deemed to take place during college hours. Time spent on travel counts in this calculation if the travel itself occurs during college hours. College hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during college hours, it is deemed to have taken place outside college hours. For example, an excursion might require students to leave college an hour before the college day ends, but the activity does not end until late in the evening.

Note 2

Residential visits

If the number of college sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during college hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the college day, regulations require that the college day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during college hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 college sessions, so the visit is deemed to have taken place during college hours.

Example 2: Visit outside college hours

Students are away from college from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 college sessions, so the visit is deemed to have taken place outside college hours.