

# THE TELFORD PRIORY SCHOOL



<b>Member of Staff with Responsibility for Update of Policy</b>	Mr David Hubbard
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## CHARGING & REMISSIONS POLICY

# The Telford Priory School Charging & Remission Policy

## PROHIBITION OF CHARGES

The SSC recognises that legislation prohibits charges for the following:

- An admission application to any maintained school
- Education provided during school hours, including materials and equipment, and transport provided by the local authority for those living more than four miles away from school, but attending their catchment school
- Education provided outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination at school, or part of religious education
- Tuition for students learning to play a musical instrument if the tuition is required as an *essential* part of the National Curriculum, or part of a syllabus for a prescribed public examination at school
- Entry for a prescribed public examination at school

## CHARGES

The Telford Priory School will request parents/carers to cover costs for:

- Any materials, books, instruments, or equipment, where the child wishes to own them
- Optional extras (see below)
- Music and vocal tuition
- Exams if a student does not attend, gets disqualified for breaching the rules, or needs to pay for a resit due to failing without a good reason
- Damage to school property (see below)

## OPTIONAL EXTRAS

Charges may be made for some materials and activities that are known as “optional extras”. Optional extras are:

- Education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination at the school; or part of religious education
- Non-educational visits
- Board and lodging for a student on a residential visit

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made will not exceed the actual cost of providing the optional extra activity. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be required for the provision of an optional extra where a charge will be made.

## DAMAGE TO SCHOOL PROPERTY

In order to keep the school in excellent condition and reduce spending funds needed for students learning on maintenance, any damage caused to the school’s property or equipment by a student will result in an invoice being sent home to recover the cost. If parents/carers would like to arrange a prepayment plan this can be organised with the finance team via a meeting with the student’s Head of Year.

## EXAMINATION CHARGES (NON-ATTENDANCE OR BREACHING OF EXAM CONDITIONS)

Parents/carers are expected to pay the above fees in full, which will result in an invoice being sent home to cover the cost.

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## **VOLUNTARY CONTRIBUTIONS**

In order for the school to be able to offer multiple activities that would be beneficial to student's development and learning, voluntary contributions will be requested.

No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. However, when an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers at the outset. If insufficient contributions are raised to fund an activity/visit then it will be cancelled.

## **REMISSIONS**

The Headteacher will continue to sensitively deal with cases of genuine need and ensure that access to chargeable activities is kept as open as possible.

Parents/carers who can prove they are in receipt of any of the benefits below may be entitled up to 50% remission on a trip or activity. These criteria are those that are applied for free school meals, which are currently:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State 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 £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Parents/carers should address any proof and requests for remission of charges to the [tps.accounts@taw.org.uk](mailto:tps.accounts@taw.org.uk) .

## **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/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a student who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## **NON-RESIDENTIAL ACTIVITIES**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School 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 school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

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## **RESIDENTIAL VISITS**

If the number of school 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 school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school 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 SCHOOL HOURS**

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

### **EXAMPLE 2: VISIT OUTSIDE SCHOOL HOURS**

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