

# Liverpool College

## Charging and Remission Policy



### **Mission Statement**

*Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.*

### **Core Values**

- We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*
- We believe** that the development of character, creativity intellect and spirituality, are the primary aims of education.*
- We work** together to create a happy and caring school community which is engaged in our local community and the wider world*
- We pursue** high standards in every area of school life*

*This is a whole school policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.*



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Principal	 Mr H vM Broekman

# Liverpool College Charging and Remissions Policy

## Introduction

The Governing Body acknowledges the right of every pupil to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents/carers' ability or willingness to help meet the cost.

Governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## The Legal Position

### Maintained Schools

The general principle is that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the *Education Reform Act 1988*. Guidance came in the *Circular 2/89, Education Reform Act 1988: Charges for School Activities*.

The Circular explains that no charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours
- for the national curriculum programme out-of-school hours
- for statutory religious education
- for a prescribed public examination prepared for by the school.

### Examinations

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination where the Governing Body originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents/carers if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- the examination is a resit.

### Admission

No charge is made in connection with admission to Liverpool College.

### Finished Products

Where parents/carers have expressed a wish in advance to have a finished product made at the college (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance.

## **Board and Lodging on Visits**

A charge can be made for board and lodging on residential educational visits/activities, but parents/carers who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the DfE website at <http://www.education.gov.uk> by searching for 'Charging for School Activities'

## **Transport**

Transport to and from home to any activity not provided by, but permitted by, the College, will be charged for (for example work experience).

Transport to and from Liverpool College on school minibuses will be charged.

A compulsory charge for transport or admission costs for swimming lessons or visits to museums etc. during school hours will not be levied.

## **Voluntary Contributions**

Parents/carers may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits or activities both inside and outside school time. However, no pupil may be excluded from the activity for not having paid the contribution. The Principal and Senior Leadership may ask parents/carer for a voluntary contribution towards the cost of:

- any activity which takes place during school hours eg educational visits, visiting speakers
- general school equipment
- school funds generally.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

## **Permitted charges**

The following are permitted charges:

- board and lodging on trips
- costs of lost and destroyed school property and breakages
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (unless provided as part of a syllabus for a prescribed public examination or is required by the national curriculum)
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents/carers must agree to their child receiving the optional extra
- the cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours
- re-sits of prescribed public examinations where no further preparation has been provided by the school.

In all cases where a permitted charge is likely to be made the parents/carers must be told the amount in advance.

## Activities partly during school hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours is chargeable the 50% rule will be applied:

- **Non-residential activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for.
- **Residential activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a pupil would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

## Third Parties

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third-party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the pupils taking part, as the activity is no longer technically part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Principal will consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

## The Governing Body Charging Policy

The law allows Governing Bodies to charge only for the defined activities if they have first made a policy on charging and remissions. Parents/carers will be made aware of the policy, which will be published on the College website. The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Practical subjects**  
where parents/carers have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.
- **Residential trips**  
for the board and lodging element of approved residential activities deemed to take place in school hours, the cost will not exceed the actual cost of the provision and prior written confirmation from the parent/carer is required that he/she is willing to pay the charge.
- **Activities outside school hours**  
the full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the national curriculum.

## **Basic School Stationery**

Pupils are expected to attend school with the correct stationery to enable them to undertake their studies effectively. In circumstances where pupils do not have the correct stationery the school may choose to provide such items via a 'school shop'. Such provision will be provided at a cost (which may feasibly be charged to and debited from the ParentPay account). Examples include, pens, pencils, rulers etc.

## **Administration Charges**

Additional costs incurred for photocopying of correspondence in connection with GDPR and Freedom of Information requests or in connection with admission or admission appeals may be subject to charges.

Additionally, the pursuit of debts or other such outstanding balances which require intervention, via email, letter and perhaps phone calls will be subject to an administration charge to reflect the additional work involved in chasing up settlement. On rare occasions where there is little or no attempt to co-operate with the school in settlement of debts or outstanding balances the school reserves the right to pass on debts to a third-party debt collection agency. These additional costs and debt processing charges levied by the third-party collector will be added to the debt/outstanding balance.

## **Voluntary contributions**

The Governing Body reserves the right to ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

## **Private Use of Facilities**

In the case of emergency, a pupil may make a private phone call and no charge will be made.

## **Remissions**

Parents/carers of pupils who are in receipt of the following support payments will, in addition to having free school meals entitlement, also be entitled to the remission of charges:

- 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 £16,190)
- 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 £7,400 a year (after tax and not including any benefits you get)

When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part.

The Principal in consultation with the Director of Finance and Operations will make authorisation for such remission.

### **Equal Opportunities**

The Principal will ensure that the school's equal opportunities policies are observed in implementing the policy.

### **Responsibilities**

The Governing Body is responsible for making and reviewing the policy.

The Director of Finance and Operations is responsible for the implementation of the policy and ensuring that staff, parents/carers and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. the Educational Visits Coordinator and Heads of Faculty).

### **Monitoring and review**

The Director of Finance and Operations will report on the policy to the Principal as appropriate.

The Principal will report to the Governing Body on any relevant aspects of the working of the policy as appropriate.

The Governing Body will review the policy every two years, or when circumstances dictate if review is required sooner.

### **Related Documents**

GB02 Admissions

EO02 Equal Opportunities

TL08 Educational Visits/learning outside the Classroom