



EMMANUEL  
SCHOOLS FOUNDATION

## Charging and Remissions Policy



<b>Last review:</b>	November 2018
<b>Approval:</b>	November 2018
<b>Next review:</b>	November 2020

## **Charging and Remissions Policy**

This policy has been compiled in line with DfE requirements and in accordance with sections 449-462 of the Education Act 1996.

### **Education during school hours**

No charge may be made for admitting students to Emmanuel Schools Foundation (Foundation) schools. Education provided during school hours must be free. This includes materials, equipment and transport provided in school hours to carry students between a school and an activity. School hours are those when a Foundation school is actually in session, and do not include the lunch break in the middle of the day.

### **Musical Instrument 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 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. 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 or another enactment thereof).

### **Voluntary Contributions**

Although a school cannot charge a compulsory fee for school-time activities, the Principal or Governing Body of a school may make voluntary requests of parents and carers for contributions towards optional activities such as educational visits. It should be noted that students of parents who do not contribute will not be treated any differently. However, such activities may be cancelled if insufficient voluntary contributions are raised to meet the costs incurred. When invited to take part in such an activity, parents and carers will also be notified as to the level of any such voluntary contribution and how this sum has been calculated.

### **Classroom Materials**

No charge will normally be made for materials and equipment used during school hours. However, parents and carers of students undertaking practical subjects may be charged for the cost of materials if their children wish to own the finished product.

### **Public Examinations**

No charge may be made for entering students for public examinations that are set out in Regulations. A school will enter a student for each examination in a public examination syllabus that a school has prepared the student for. However, this will not apply if a school thinks that there are educational reasons for not entering the student, or if the student's parents or carers ask in writing that the student should not be entered.

An examination entry fee may be charged to parents if:

- The examination is on the set list but the student was not prepared for it at the school;
- The examination is not on the set list but the school arranges for the student to take it;
- A student fails without good reason to complete the requirements of any public examination where a school originally paid or agreed to pay the entry fee;
- Where a parent knowingly absents a student from an exam for reason other than illness e.g. for a holiday during term time.
- During their studies for a publicly examined course, a student is absent for any period that is classified by a school as 'unauthorised'

Charges may not be made for any cost associated with preparing a student for an examination. However, charges may be made for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in the Regulations.

### **Residential Activities**

A charge may be made for such residential trips falling outside school times but is necessary as part of the national curriculum or forms part of the syllabus for a prescribed examination that a school is preparing the student to sit. Students covered by Pupil Premium or whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credits and their annual income does not exceed the statutory threshold
- Guaranteed state Pension Credit.

### **Remissions**

A school also directs a certain element of its funds to support those who are genuinely unable to meet any additional charges so that no child is denied the fullest possible access to school life simply because of parents' inability to pay. In such circumstances, a school may assist in the meeting of appropriate costs but will never give 100% subsidy in order to ensure that parents and children share the commitment to the activity concerned.