



SESAT Charging and Remissions Policy

Date Approved: Sept 2019	Print Name: Jeff Smith
Date to be Reviewed: Sept 2021	Signed: Jeff Smith
1. Statement of Intent	
<p>SESAT is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE. We promise:</p> <ul style="list-style-type: none"> • Not to charge for education provided during school hours. • To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions. 	
1. Legal Framework	
<p>This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:</p> <ul style="list-style-type: none"> • Education Act 1996 • The Charges for Music Tuition (England) Regulations 2007 • The Education (Prescribed Public Examinations) (England) Regulations 2010 • DfE (2018) 'Charging for school activities' • DfE (2019) 'Governance handbook' • SESAT Funding Agreement 	
2. Responsibilities	
<p>The Governing Board of the School is responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Board.</p>	
3. Assumptions	
<ol style="list-style-type: none"> 1. As a Trust, Leasowes and Barnfields does not prepare pupils for prescribed public examinations or re-sits of such examinations. 2. Under current arrangements for music tuition, provided by Entrust, pupils enter the Staffordshire prescribed public music examinations via Staffordshire Performing Arts. Leasowes and Barnfields thus has no charging or remissions obligations in this regard. 3. Music tuition prepayment is compulsory and non-refundable. 	
4. Definitions	
<p>Community Facilities – activities which the Governors do not feel is of direct educational benefit to children at the school</p> <p>Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends</p> <p>External Lettings – letting to an organisation other than the school</p> <p>Remission – where a charge is not payable, either in full or in part</p>	

5. What Cannot Be Charged For

The Governing Board of the School recognise that the legislation prohibits charges for the following:

- An admission application to the school
- Education provided during school hours (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 religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities). *This does not include the purchase of instruments which become the pupil's personal property.*
- Education provided on any visit that takes place during school hours (Please see additional guidance section: Note to Parents)
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of the schools basic curriculum for religious education (Please see additional guidance section: Note to Parents)
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Transporting registered pupils to or from the school premises, where the Local Education Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Board or Local Education Authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit (Please see additional guidance section: Note to Parents)

6. Charges

The following charges will apply:

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) Individual or group tuition in the playing of a musical instrument
- (d) Any other education, transport or examination fee unless charges are specifically prohibited
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) Extra-curricular activities and school clubs
- (g) Letting of the school premises or grounds (Lettings Policy to apply in all instances.)
- (h) Barnfields Extra, Barney Bears and Little Bears, Leasowes Extra and holiday clubs are run and operated separately.
- (i) Charges for materials or ingredients where the pupils wish to have the finished product, eg Cookery Club.

Consideration will also be given to:

- The proportion of the costs recovered where a charge is to be made
- Whether any remission is to extend beyond the statutory minimum
- Whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined

- Arrangements for education where the parents fail to pay the charge being levied by the school
- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey
- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- For lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration

7. Remissions

Children 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 charges for board and lodging costs during residential school visits. The relevant support payments are:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit (from 30th April 2005)
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

8. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Visits that take place during school hours including the cost of entrance fees and transport
- b) Visitors to the school such as theatre groups and authors or similar where a cost is incurred for their services

The request for a voluntary contribution in no way represents a charge. The contribution is genuinely voluntary and a parent is under no obligation to pay; registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/carers are unable to pay is not included in the charge to other pupils but funded through the delegated budget or other fundraising.

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

Note to parents:

Any contributions requested for activities such as visits and visitors into school are **genuinely voluntary**. Care is taken to ensure the pupils of parents who are unable or unwilling to contribute are not discriminated against. **Where there are not enough voluntary contributions to cover the cost of the activity and there is no way to make up the shortfall, then it is cancelled.** This is made clear in communications with parents.

It is always the true cost of the activity that is charged for eg entrance fees and transport costs, divided between the total numbers of children involved.

Costs do not include subsidies to cover for those who are unable or unwilling to contribute.

Refunds of voluntary contributions will be considered on a case by case basis, eg illness where the child is unable to participate in the activity. A written request must be provided to the Headteacher.

9. Appendix

Summary of Charges

Educational Visits

The voluntary contribution requested per participant will comprise the total amount of the activity plus the total amount of transport (if any) divided by the number of participants.

Music Tuition

Music tuition is provided under a Service Level Agreement with Staffordshire Performing Arts, and does not form part of the National Curriculum.

Fees are payable in whole in September. Invoices are not normally issued, except where payment remains outstanding. No refunds are permitted.

Recorders

Recorders, which become the child's personal property, can be purchased from school.