

## **POLICY DOCUMENT**

### **015: Charging and Remissions**

**Access: Unrestricted**

**Publish to: All Staff, All Pupils & School Website**

**Status: Statutory**

**Approval level: Finance & Resources committee or Full Governing Board**

<b>Review Responsibility</b>	<b>Valid From</b>	<b>Signed off</b>	<b>Frequency Of review</b>
School Business Manager	13-03-2021	I White	Annual
School Business Manager	13-03-2022	FGB 24.03.22	Annual
School Business Manager	12-03-2023	FGB	Annual
School Business Manager	21-02-2024	F&R Committee	Annual
Headteacher	12-06-2025	FGB 19-06-2025	Annual

## **Our Aim**

The governing body has drawn up a charging and remissions policy that reflect the needs of the pupils. This ensures that all members of the school community are aware of how the school charges for a variety of activities. This charging policy has been compiled in line with Department of Education (DfE) requirements and in accordance with s449-462 of the Education Act 1996 and guidance issued by the DfE in 2018, which sets out the law on charging for school activities in schools maintained by local authorities in England.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## **Background**

The Polygon School is a special school for boys aged 11-16 years for whom mainstream education is inappropriate. All students hold Education, Health and Care Plans (EHCP's) and have individual education plans which are regularly reviewed with parents/carers. The individual education plan includes behaviour management strategies that the school will employ to support each young person to achieve their potential. The school serves the community of Southampton City and takes most of its referrals from a feeder primary school or through the Local Authority. The school is situated in a residential area which mainly serves a transient population. It is close to the city centre and other establishments offering support to vulnerable members of the community.

The Polygon School seeks to include all students on visits, which form an essential part of a Key Stage 3 or 4 syllabus.

Any curriculum activity of which more than half takes place in school is defined as taking place wholly in school time. All activities taking place during school time will therefore be free of charge, and all necessary materials and books, will be provided from school resources. Parents remain responsible for providing suitable clothing for particular activities e.g. physical education, science, art, technology and for providing school uniform including footwear in line with The Polygon School dress code.

## **Roles and Responsibilities**

The Administration team will ensure charges are applied fairly and appropriately.

## **School Meals**

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the school and in consultation with the school meal provider.

## **Music Tuition**

The Polygon School will not charge for music tuition, as pupil premium will be directed to this additional activity.

## **Educational Visits**

The Polygon School seeks to provide a variety of different educational visits to appeal to a wide range of pupils and which give a diverse range of experiences. Some activities which broaden the curriculum and make it more interesting are expensive, in these cases, parents will be asked for a voluntary contribution towards the total cost of the trip.

### **Voluntary Contributions**

Parents will be asked for voluntary contributions for activities related to the Curriculum, e.g. school trips. However, it will be made clear to parents at the outset that there is no obligation to make any contribution.

No child will be excluded from an activity because their parents are unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be reviewed and potentially cancelled and this will be made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. At the outset we will make clear what the policy for allocating places on school visits will be.

All letters sent regarding educational visits that incur costs will clearly state the invitation for parents or others to make a voluntary contribution. Board and lodging related to a residential educational visit can be charged for so long as the actual cost per person is not exceeded.

### **Remissions and Concessions**

Parents/carers who can prove they are in receipt of the following will be exempt from paying the cost of board and lodging:

- 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
- in receipt of Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

### **Residential Visits**

The charge for board and lodging must not exceed the actual cost and where possible, the school will part fund with the same amounts for all. Pupils will be subsidised if they are on free school meals.

### **Transport**

Transporting of pupils registered to or from school that the local authority has a statutory obligation to provide transport for will not be charged. All pupils that are being transported to other premises for education or attend an exam where the governing body or local authority has arranged for pupils to be educated will not be charged.

We will not charge for transport provided in connection with an educational visit. When we are able we will use the school cars or staff who are insured to use their own vehicles. The cost of coaches will become part of the voluntary contribution asked for (if required).

### **Education Partly During School Hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **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 pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Uniform**

The school provides each pupil when starting the school with a uniform free of charge and any additional uniform will have a charge. Second hand uniform may be available for a small donation. P.E. uniform and footwear are not provided and parents need to provide trainers and other uniform e.g. T shirts and shorts.

### **Examination Fees**

The Polygon School includes all pupils for examination entry in the subjects they are studying and pays for each entry, **except where a pupil has failed to attend an examination** for which the entry has been agreed with the school and examination boards. The cost of the entry fee for any examination which was not attended may be recouped from parents/carers.

### **Damage to Property of the Polygon School**

In Line with Government guidelines, the school will charge for items or property damaged wilfully. Where the damage is the result of pupil's wilful actions, parents may be charged for the cost of the repair/replacement for items/property or asked for a contribution towards the overall total cost.

On occasion, the school may press for a charge of criminal damage rather than asking parent/carers to fund replacement costs of damage and destruction caused on a repeat basis.