

# Frederick Bremer School



## Charging and Remissions Policy 2024

Person Responsible	Shermaine Lewis
Review Frequency	Annually
Policy First Issued	October 2015
Last Reviewed	June 2024
Agreed by LT on	
Does this policy need to be ratified by Governors?	Yes
If yes, which committee	Finance
Ratified by Governors on	
This policy is communicated by the following means	Shared drive School website



## Frederick Bremer School – Charging and Remissions Policy

### Contents

1. Introduction .....	3
2. Policy Statement.....	3
3. Legal Framework .....	3
4. Definitions.....	3
5. Roles and Responsibilities .....	3
6. School Trips.....	4
7. Examination Entries.....	4
Community Language Exams .....	4
8. Other Educational Resources .....	5
9. School Uniforms .....	5
10. Music Tuition, Musical instrument deposits and Musical instrument sales .....	5
11. Staff and Student Files .....	5
12. Catering and Free School Meals .....	6
13. Damage/Loss to Property .....	6
14. Risk Implications .....	6
15. Remissions and Concessions.....	6
16. Equality Implications.....	6
17. Voluntary Contributions .....	7
18. Review .....	7
19. Approvals .....	7

## **Frederick Bremer School – Charging and Remissions Policy**

### **1. Introduction**

- 1.1. The objective of this policy is to maintain free education and valuable optional extra provisions
- 1.2. Policy details the arrangements for the charging of Frederick Bremer School Educational Visits
- 1.3. Policy details the arrangements for other types of chargeable activities such as music tuition and acts of willful damage
- 1.4. Clarification of any of the points should be made to the Finance Team Leader on 020 8498 3359.

### **2. Policy Statement**

- 2.1. Staff will be fully aware of responsibilities and how to direct questions regarding chargeable circumstances and events
- 2.2. This policy will identify what activities are free or chargeable
- 2.3. This policy will identify process for approval for chargeable circumstances and events
- 2.4. This policy will identify how and where to direct requests for assistance

### **3. Legal Framework**

- 3.1. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

### **4. Definitions**

- 4.1. Charge: a fee payable for specifically defined activities
- 4.2. Remission: the cancellation of a charge which would normally be payable

### **5. Roles and Responsibilities**

- 5.1. Role of the Headteacher is to:
  - Promote working arrangements (within this policy) that meets the needs of the School, its staff and its pupils
  - Ensure all employees are aware of the Charging and Remission Policy and procedures
  - Comply with legal requirements
  - Act fairly and consistently in applying the procedure relating to damage/loss of property
  - Act fairly and consistently in applying the procedure relating to applications to Frederick Bremer School hardship fund
- 5.2. Role of the Employee is to:
  - Implementing the charging and remissions policy consistently
  - Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
  - Advise students of how to access hardship fund
  - Advise students and parents that a charge will be levied on acts of vandalism in a fair and consistent manner
- 5.3. Role of the Governing Body
  - School adopts a clear Charging and Remission Policy
  - Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee
  - Act consistently and fairly when dealing with appeals relating to applications to Frederick Bremer School hardship fund

### 6. School Trips

The schools preferred method of payment for school trips is via an online provider to be confirmed at point of payment. All fees associated with the online provider will be met in full by the school. If this method of payment is not possible cash and cheques may be accepted in exceptional circumstances. These will need to be paid directly to reception between 8.00am and 8.30am. All cash and cheques paid must be accompanied by a signed permission slip and in a sealed envelope with the pupil's name, form and the name of the trip clearly written on the envelope.

All cheques relating to school trips should be made payable to 'Frederick Bremer School'

#### 6.1. Day trips/activities

- 6.1.1. Activities taking place during, or mostly during the school day are free.
- 6.1.2. No charge will be made for activities outside the school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.
- 6.1.3. If the activity falls partly within the school day but mainly out of school hours (e.g. leaving school an hour or so early with the activity going on late into the evening), then charges can be made.
- 6.1.4. In order to make activities viable, parents may be asked to make a voluntary contribution towards the cost of activities.
- 6.1.5. Any charge made in respect of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupil's participating. If there are insufficient contributions and the shortfall cannot be made up, the activity may have to be cancelled.

#### 6.2. Residential trips

- 6.2.1. For residential trips which take place largely during school time (more than 50% of the total time), or are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge can be made for board and lodging only.
- 6.2.2. For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, and the amount of school time on the trip is less than 50% of the total time, a charge can be made up to the full cost of the trip.

### 7. Examination Entries

- 7.1. Examination Entries are generally paid for by the school.
- 7.2. In some circumstances a charge may be made where a pupil fails to attend a written examination or fails to complete controlled assessment modules.

#### Community Language Exams

- 7.3. The cost of entering these exams will be covered by the school. However, should parents/carers decide they wish to withdraw the pupil or the pupil fails to sit all components of the exam they will be asked to make full payment for the exam.
- 7.4. Tier changes requested by a parent/carer will be charged in full plus a small admin charge of £10.
- 7.5. A charge will be made in respect of examination entries for pupils where: -
  - The school has prepared the pupil for the examination
  - and**
  - It considers that for educational reasons the pupil should not be entered
  - and**
  - The pupils' parent/carer wishes the pupil to be entered.

In these circumstances, if the pupil subsequently passes the examination, the school will refund the cost.

## Frederick Bremer School – Charging and Remissions Policy

### 8. Other Educational Resources

- 8.1. Students are required to provide basic equipment such as pen, calculator and dictionary.
- 8.2. The School will provide all material required for the study of the National Curriculum.
- 8.3. Stationery is available for sale at the student reception. The cost is net of Vat and at cost to the school.
- 8.4. Other items are periodically for sale in the school, i.e. Revision guides, books and Art packs. These will be available for payment using an online provider to be confirmed at point of payment. All fees associated with the online provider will be met in full by the school. If this method of payment is not possible cash and cheques may be accepted in exceptional circumstances. These will need to be paid directly to student reception between 8.00am and 8.30am. All cash and cheques paid must be in a sealed envelope with the pupil's name, form and the name of the item required clearly written on the envelope.

All cheques should be made payable to 'Frederick Bremer School'

### 9. School Uniforms

- 9.1. School Uniform is available from Speedstitch, Unit 32, Walthamstow Business Centre, Clifford Road, Walthamstow E17 4SX Telephone 020 8531 4800.
- 9.2. No school uniform is kept at the school except a small number of second-hand items.
- 9.3. Secondhand school uniform may be sold, if there is sufficient, during the school summer break at a much-reduced cost to help parents of the year 7 pupils starting in September. This will be advertised to them, if available, on an appointment basis only.
- 9.4. In exceptional cases applications for help with the cost of school uniform can be made. All applications must be made in writing to the Headteacher, with supporting evidence for the request.

### 10. Music Tuition, Musical instrument deposits and Musical instrument sales

10.1 Charges will be made in respect of individual music tuition and group music tuition.

10.2 No charge will be made where music tuition is an essential part of the National Curriculum.

10.3 All other lessons are charged at **£15** for a half an hour individual lesson.

10.4 Deposits for the loan of musical instruments will be charged at £20.00 per instrument and refunded on the return of the instrument in good condition. There may be a charge or loss of the deposit, if the instrument is returned in a poor condition. There will be a charge in full to replace lost instruments

10.5 Donations are accepted to The Music Department towards the cost of Music lessons for those who cannot afford them. This is only available through an online provider to be confirmed at point of payment.

### 11. Staff and Student Files

All requests must follow the General Data Protection regulation (GDPR):

- In most cases the school will not be able to charge for complying with a request
- The school can charge for requests that are manifestly unfounded or excessive or if an individual requests further copies of their data following a request.
- If the school decides to charge, it must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. The school must do this without undue delay and at the latest, within one month.

The copying of staff HR files and student files - The cost to staff members and parents is 5p per sheet for black and white and 10p per sheet for colour.

## Frederick Bremer School – Charging and Remissions Policy

### 12. Catering and Free School Meals

Students pay for their meals using an online provider which the school will help parents to set up. At the counter a PIN is entered by the student to debit the account. Some students may be entitled to free school meals and the school wishes to encourage all parents who are entitled to apply. Application forms are available in the office or on-line at <https://www.walthamforest.gov.uk/content/free-school-meals>.

The price for meals at the school will be determined by the Finance committee in conjunction with the Headteacher and the school's catering contractor.

From 15<sup>th</sup> April 2024 price of child school meal is £2.82.

### 13. Damage/Loss to Property

- 13.1. A charge may be made in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or material). The charge will be the cost of a replacement or repair, or a lower cost at the discretion of the Headteacher.
- 13.2. Where willful damage, neglect or loss has occurred as a member of a group, the cost will be divided among all those deemed responsible.

### 14. Risk Implications

Policy is to be implemented fairly and consistently in all instances. Any issues with the application of this policy should be made to the Chair of Governors.

### 15. Remissions and Concessions

The school may consider the remission of charges to parents or carers who receive the following support payments (this is discretionary):

- Income Support
- Universal Credit
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- The Guarantee Credit element of State Pension Credit
- Support from the National Asylum Support Service (NASS)
- Support from the Local Authority Social Services Asylum Team (SSAT)
- Child Tax Credit, provided that you are not entitled to Working Tax Credit (but see below)
- Working Tax Credit for four weeks after your employment finishes

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 (and they have sole discretion).

### 16. Equality Implications

- 16.1. Frederick Bremer School is an all-inclusive community school and recognises that parents and guardians encounter economic difficulties
- 16.2. No student may be left out of an activity because his parent/guardian cannot make a contribution of any kind. This will be assessed on a case by case basis by following the process outlined in 16.3
- 16.3. Parents/guardian may contact School to make an application to hardship fund by:
  - Making a formal application via letter or email outlining reasons.
  - Providing suitable evidence in the form of Income Support documents as detailed section 15

## Frederick Bremer School – Charging and Remissions Policy

- Head Teacher to make decision and all information held for audit trail
  - For appeals applications are to be made to Governing body in writing or email
- 16.4. The School may decide not to make charges in respect of a particular application.
- 16.5. The School may decide to make a partial or zero contribution out of the hardship fund depending on the number of applications and circumstances.

## 17. Voluntary Contributions

- 17.1. Frederick Bremer School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.
- 17.2. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.
- 17.3. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## 18. Review

This policy will be reviewed by the Governors annually unless there is a change in legislation, school practices or Government Policy.

## 19. Approvals

Date approved by Head Teacher: \_\_\_\_\_

Date approved by Governors: \_\_\_\_\_

Date for review of the policy: \_\_\_\_\_

Responsible post: \_\_\_\_\_