

# Horizon Community College Charging & Remissions Policy



This policy should be read in conjunction with the Community Use & Bookings Policy and the Nursery Charging Policy.

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# CHARGING AND REMISSIONS POLICY

## CONTENTS

### **Section 1 General Policy Statement 3**

### **Section 2 Statement of Charging and Remissions Policy 3**

### **Section 3 Duties 4**

3.1	Horizon Local Committee	4
3.2	The Principal	5
3.3	Associate Principal/Vice-Principals	5
3.4	All Staff	5

### **Section 4 Arrangements for Charging and Remissions 5**

4.1	Arrangements	5
4.2	Optional extras	5
4.3	Music and Vocal Tuition	7
4.4	Community Facilities	7
4.5	Optional Trips and Visits	7
4.6	Voluntary Contributions	7
4.7	Guidance on letters requesting voluntary contributions	8

## Section 1 General Policy Statement

Schools and Colleges are required to follow funding agreements which comply with the law on charging for school activities and to be quite clear on what can and cannot be charged for.

The Local Committee and Principal of Horizon Community College must be clear about the charges that can be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions may be requested when arranging activities either within the college day or as an additional experience.

They recognise their responsibility as stated in Sections 449 to 462 of the Education Act 1996 and take note of the guidance from the Local Authority.

They will agree a policy that ensures that it fulfills their statutory responsibilities in respect of charging and remissions for college-based activities and community use facilities.

This policy will be reviewed annually and ratified by the Horizon Local Committee.

## Section 2 Statement of Charging and Remissions Policy

### Education

The College recognises that no charge can be made for: -

- a financial contribution as part of the admission to College process
- education provided during College hours (including the supply of any materials, books, instruments, or other equipment)
- education provided on any visit that takes place during College hours
- education provided on any visit that takes place outside College hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the College, or part of religious education; and
- transporting registered students to or from the College premises, where the Local Authority has a statutory obligation to provide transport
- transporting registered students to other premises where the Horizon Local Committee or Local Authority has arranged for students to be educated
- transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the College

- transport provided in connection with an educational visit
- education provided outside college hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the College, or part of religious education
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer
- entry for a prescribed public examination, if the student has been prepared for it at the College; and
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the College
- supply teachers to cover for those teachers who are absent from College accompanying students on a residential visit.

The College **can** make a charge for the following: -

- any materials, books, instruments, or equipment, where the student's parent/carer wishes him/her to own them
- optional extras
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities
- optional trips and visits

The college can request voluntary contributions in certain circumstances.

## Section 3 Duties

### 3.1 The Horizon Local Committee

The Horizon Local Committee will:

- Agree a policy ensuring that appropriate arrangements are in place to ensure compliance
- Ensure that the College has the resources to implement the policy and that these are used appropriately

- Appoint a link committee member who will monitor the implementation of the policy and review and present the policy to the full committee for ratification on an annual basis

### **3.2 The Principal**

The Principal is responsible for ensuring:

- That the declared statement of charging and remissions is effective in achieving, so far as is reasonably practicable, that charging for activities etc. is carried out in line with this policy and the operational procedures prescribed by the College.
- Monitoring arrangements for charging and remissions and have due regard to any advice and guidance issued by the Local Authority in relation to charging and remissions.
- That the College has in place systems, procedures, and appropriate staffing to ensure that charging is carried out in accordance with the policy.
- That the effectiveness of the policy is monitored and that the Horizon Local Committee are kept fully informed.

### **3.3 Associate Principals/Vice Principals**

- The Associate Principals and Vice Principals will undertake all the responsibilities as detailed above in the absence of the Principal.

### **3.4 All Staff**

- All staff should be aware of and follow the Charging and Remissions Policy when arranging activities for students either within the college day or as an additional experience. Staff should discuss any financial implications with the Chief Finance Officer of the Trust during the planning stages of the activity

## **Section 4 Arrangements for Charging and Remissions**

### **4.1 Books and Instruments etc.**

The College can make a charge for any materials, books, instruments, or equipment where the student's parent wishes him/her to own them.

### **4.2 Optional Extras**

The legislation allows schools to charge for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

**Optional extras are: -**

- education provided outside of college time that is not: -
- part of the National Curriculum.
- part of a syllabus for a prescribed public examination that the student is being prepared for at the college, or part of religious education.
- examination entry fee(s) if the student has not been prepared for the examination(s) at the college.
- transport (other than transport to take the student to college or to other premises where the Local Authority/college have arranged for the students to be educated).
- board and lodging for a student on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to: -

- any materials, books, instruments, or equipment provided in connection with the optional extra.
- the cost of buildings and accommodation.
- non-teaching staff.
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. The charge will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental/carer agreement is, therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **4.3 Music and Vocal Tuition**

Although the legislation states that, in general, all education provided during college hours must be free, instrumental, and vocal music tuition is an exception and as such, the Horizon Local Committee has the power to make charges. (this decision has been delegated by the committee members to the Principal)

Charges will be made (unless the College determines otherwise) for vocal or instrumental tuition provided individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent/carer.

The College cannot make any charge if the teaching is part of the National Curriculum or the student is Looked After by the Local Authority.

### **4.4 Community facilities**

See Community Use and Bookings Policy.

### **4.5 Optional Trips and Visits**

The College can make a charge for board and lodging not to exceed the actual cost.

When the College informs parents/carers about a forthcoming visit, the Principal will make it clear that parents/carers who can prove they are in receipt of the appropriate benefits will be exempt from paying the cost of board and lodging.

### **4.6 Voluntary Contributions**

Under the legislation, the Local Committee of the College has the power to request voluntary contributions for the benefit of the College or any college activity. (this procedure has been delegated by the committee members to the Principal)

In making a request for a voluntary contribution, the College: -

- will make it clear to parents/carers that they are under no obligation to make a voluntary payment.
- will advise parents/carers that if the activity cannot be funded without contributions, the activity may not be undertaken.
- will not exclude a student from the activity because the parent/carer is unwilling or unable to pay.

The value of the voluntary contribution will be determined by the Principal.



#### **4.7 Guidance on letters to requesting voluntary contributions**

All letters to parents/carers will adhere to the following guidance points: -

- That the letter be sent from the Principal on behalf of the Horizon Local Committee in keeping with their Charging and Remissions Policy.
- Activities undertaken as part of the National Curriculum are free of charge.
- Any reasons why the College budget cannot fund the activity.
- Make it clear all students can participate irrespective of whether a parent/carer contributes.
- The purpose of the voluntary contribution.
- Whether the voluntary contribution is a fixed amount or whether a smaller amount will be appreciated.
- Avoid using phrases that are misleading in that there is any expectation on the part of the College that parents/carers should pay.

#### **GLOSSARY**

No items required under this heading.