



Charging Policy

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Charging Policy

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Charging Policy

Education

Two Bridges School **does not charge** for:

- Admission applications
- 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 a syllabus for a prescribed public examination that the student is being prepared for in school, or part of religious education
- Entry for a prescribed public examination if the student has been prepared for it in school
- Examination re-sits if the student is being prepared for this in school.

Two Bridges School **does charge** for:

- Any materials, books, instrument or equipment where the student's parent/carer wishes her/him to own them
- Optional extras (see below)

Optional Extras

Two Bridges School provides a small range of activities which are charged for as optional extras. Optional extras are:

- Education provided outside of school time that is **not**:
 - part of the national curriculum
 - part of a syllabus for a prescribed public examination for which the student is being prepared in school
- examination entry fees if the student has not been prepared for the examination in school
- transport, other than transport required to take the student to school or other premises where the governing body has arranged for the student to be provided with education
- board and lodging on a residential visit

When calculating the cost of optional extras, an amount may be included in relation to:

- materials, books, instruments, or equipment provided in connection with the optional extra

- non-teaching staff
- teaching staff engaged under contract of service to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

Two Bridges School does not charge more than the actual cost of providing an optional extra activity. Student participation is on the basis of parental choice and agreement to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Residential Visits

Two Bridges School does not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school 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 in school, or part of religious education
- supply teachers to cover for teachers who are absent from school accompanying students on a residential visit.

Two Bridges School does charge for board and lodging, not exceeding the actual cost.

Voluntary Contributions

Two Bridges School may request voluntary contributions from parents of students:

- for the benefit of the whole school. Donors are able to make gift aid declarations which increases the value of the gift to the school;
- towards school or residential activities which cannot be funded without voluntary contributions. It will be made clear to parents at the outset if the activity cannot be funded without voluntary contribution and that there is no obligation to make any contribution.

No student will be excluded from an activity because parents are unwilling or unable to pay. If voluntary contributions are insufficient to fund a visit or the school cannot fund it from some other source, the visit will be cancelled.

The following charges may be levied to parents / carers where costs have been unnecessarily incurred:

- full replacement or repair costs for wilful damage to equipment and / or property. This may be in instalments and should be agreed with the parents / carers at the point of charge.
- Full fee costs for public examinations missed through refusal, truancy or any other unauthorised absence (ie. Family holiday taken in term time).

Remissions Policy

In the case of residential visits, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- universal credit in prescribed circumstances
- income support
- income based jobseeker allowance
- support under part VI of the Immigration and Asylum Act 1999
- child tax credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190 (Financial Year 2013/14)
- the guaranteed element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008.