



**SOUTH MOLTON**  
COMMUNITY COLLEGE  
— supporting success —

# Charging and Remissions Policy

**Adopted by the Governing Body: February 2015**

The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free of charge and for those items where there may be a charge.

## Definition

The school day is defined as: 8:50 a.m. to 12:50 p.m. and 1:40 p.m. to 3:25 p.m. The midday break does not form part of the school day.

## Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

*There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:*

- *The examination is on the set list, but the pupil was not prepared for it at this school*
- *The examination is not on the set list but we arrange for the pupil to take it*
- *A pupil fails without good reason to complete the requirements of any public examination where the governing body or the LEA originally paid or agreed to pay the entry fee.*

Voluntary contributions may be sought for activities during the school day, which entail additional costs, e.g. field trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it maybe necessary to curtail or cancel activities)  
From time to time we may invite a non-school based organisation such as a visiting Drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent for that period.

## Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, e.g. a club or theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

## Non-Residential Activities

**Where an activity takes place partly during and partly outside school hours, s.107 of the Act prescribes a "50% rule" to determine whether the activity falls into the "no charge" category. For non-residential activities, if 50% or more is spent on the activity during school hours, including any travelling time, but excluding midday break, the whole activity is deemed to have been inside school hours and therefore no charge can be made. If more than 50% of the time is outside school hours, a charge can be made under the "optional extras" provisions of s.109.**

## Residential Activities

**A different 50% basis is used to determine whether a residential activity is an optional extra. The test set out in s. 107 is based on the number of half days taken up by the activity, including travel, compared with the number of school sessions the participants would have attended had the activity not taken place. If the number of school sessions is less than 50% of the number of half days taken up by the activity, the whole activity is deemed to be outside school hours. A "half day" is defined as any period of 12 hours ending with noon or midnight. Numbers of half days, or of school sessions, are to be determined again by the 50% rule. Where 50% or more of a half day is spent on a residential trip, the whole of that half day will be deemed to have been spent on that trip.**

A term time trip from 9 a.m. on Friday to noon on Saturday, i.e. three half days, including two school sessions, will be "inside school hours". If it was scheduled to return at noon on Sunday it would be "outside school hours".

## Calculating charges

**When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable or unwilling. Support for cases of hardship will come through voluntary contributions and fundraising.**

**Parents who would qualify for support are those who are in receipt of eligible benefits.**

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Music Tuition

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## Eligible benefits

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £13,230).