

# The City of Leicester College



## Charging and Remissions Policy

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## 1. Aims

Our college aims to:

- › Have robust, clear processes in place for charging and remissions
- › Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

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

## 3. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### 4.2 Head teacher and Business Manager

The head teacher and business manager are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the business manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The college will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents / Carers

Parents / carers are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 Education

- › Admission applications
- › Education provided during college hours (including the supply of any materials, books, instruments or other equipment)
- › Education provided outside college hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the college
  - 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
- › Examination re-sit(s) if the student is being prepared for the re-sit(s) at the college

### 5.2 Transport

- › 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 governing board or local authority has arranged for students to be educated
- › Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the college
- › Transport provided in connection with an educational visit

### 5.3 Residential visits

- › 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
  - A syllabus for a prescribed public examination that the student is being prepared for at the college
  - Religious education
  - Supply teachers to cover for those teachers who are absent from college accompanying students on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- › Any materials, books, instruments or equipment, where the student's parent /carer wishes him or her to own them
- › Optional extras (see below)
- › Music and vocal tuition, in limited circumstances
- › Certain early years provision
- › Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, colleges can charge for providing materials, books, instruments or equipment. The following are optional extras:

- › Education provided outside of college time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the college
  - Religious education
- › Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college
- › Transport (other than transport that is required to take the student to college or to other premises where the local authority or governing board has arranged for the student to be provided with education)
- › Board and lodging for a student on a residential visit
- › Extended day services offered to students (such as breakfast clubs, after-college clubs, tea and supervised homework sessions)

When 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
- › Support staff
- › Teaching staff engaged under contracts for services purely to provide an optional extra (including 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 be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during college hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 6.3 Music tuition

Colleges can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a student who is looked after by a local authority

### 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the college is able to ask for voluntary contributions from parents to fund activities during college hours which would not otherwise be possible.

Some activities for which the college may ask parents for voluntary contributions include:

- Trips which are not a curriculum requirement but enhance the students experience and prepare them for life.
- Activities which are not a curriculum requirement but enhance the students experience and prepare them for life.

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

If the college is unable to raise enough funds for an activity or visit then it may be cancelled.

## 8. Activities we charge for

The college currently **does not** charge for activities but it **may** do so for the following activities:

Breakfast Clubs

Clubs and Sporting Activities outside of the college day.

Any charges made will aim to cover the full costs of the activity including admin, insurance, transport and equipment but will not make a profit.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in May each year. Parents will be informed of the charges for the coming year in June each year.

## 9. Remissions

In some circumstances the college may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- › 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
- › Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,480)
- › Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- › Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- › Registered as pupil premium student
- › Having proof of no recourse to public funds
- › In receipt of sixth form bursary
- › At the discretion of the head teacher and business manager, such cases will be reported to the governing board

## 10. Monitoring arrangements

The business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by business manager every year.

At every review, the policy will be approved by governors.