



## **Charging & Remission Policy for School Activities Provided, or Arranged by, Children's Services & Ratton School**

1 This policy statement has been drawn up by East Sussex County Council in accordance with the requirement of Section 110 of the Education Reform Act 1988. The policy is applicable to all registered pupils at Ratton School.

2 In this policy statement:

- '1988 Act' means the Education Reform Act 1988;
- 'prescribed public examination' means any examination which is specified in Regulations made by the Secretary of State for Education and Science under the 1988 Act;
- 'outside school hours' means those times treated as outside school hours following the application of the calculations contained in Section 107 of the Education Reform Act 1988;
- 'statutory duties relating to religious education' are those imposed by Section 10 (1) (b) of the Education Reform Act 1988.

3 Charges may be made by the Children's Services & Ratton School to cover the cost of each of the following:

- a) Individual music tuition which takes place in or out of school hours and which is not provided as part of the syllabus for a prescribed public examination or to fulfill the requirements of the National Curriculum.
- b) Activities which take place outside school hours and which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfill statutory duties relating to the national Curriculum or to Religious Education.
- c) Board and lodging on all types of residential visits.
- d) Examination fees for entering pupils for public examinations which are not prescribed in Regulations made under the 1988 Act.
- e) Examination fees for entering pupils for prescribed public examinations in a syllabus other than that for which they have been prepared at the school.
- f) Preparing pupils for non-prescribed public examinations where the preparation takes place outside school hours.
- g) Entering pupils for re-sits or prescribed public examinations where no further preparation has been provided by the educational establishment.

h) Materials involved in producing 'a finished product' of a lesson where a parent of the pupil has indicated in advance a wish to own the product.

i) To seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.

j) To delegate to the Chairman & the Headteacher the determination of any individual case arising from the implementation of this policy.

#### **4 Remission of Charges**

Remission of any charges levied by Ratton School will normally be granted (except in the case of the finished products of practical lessons) where:

- a) Parents are in receipt of family credit or income support (and in the case of board and lodging the activity can be classified as taking place in school hours, and if outside school hours is provided specifically to fulfil requirements of the National Curriculum, Religious Education or a specification of a prescribed public examination), to leave to the Head's decision the proportion of an activity which should be charged to public or non-public funds. A scheme of remissions for up to 30% of the school activity should be facilitated for families in receipt of family credit or income support; or
- b) Parents are in receipt of a maintenance grant and/or free transport if the pupil is aged 16+ (and where board and lodging is concerned that activity can be classified as taking place in school hours); or
- c) The Headteacher (the County Music Adviser for individual music tuition) has recommended remission of the charges in individual case of hardship.

#### **5 Third Parties**

Within the context of the charging provisions of the Education Reform Act, a third party is a person or group of persons who is independent of the LEA or the governing body of Ratton School. A third party may arrange activities for school pupils during school hours and may charge the parents accordingly. It will be for the Headteacher and the governing

body of Ratton School to decide whether pupils should be released to participate in the activity. Any such decision should be based on:

- a) Whether the absence of a pupil from school will affect the delivery of the school curriculum to that pupil or to that of the pupils remaining in school. You should also bear in mind the requirements of the Regulations to be published, on School Curriculum and Related Information.
- b) It will be necessary, therefore, to ensure that there is an adequate system of recording all leaves of absence granted to pupils.
- c) The arrangements made by the third party for the insurance and general safety of the pupils. It will be for the Authority and Ratton School to decide whether to release teachers to participate in third party arranged trips. The Headteacher should ensure that the teaching commitment of released teachers can be covered within the school's own staffing resources. The third party will be responsible for arranging adequate insurance cover for the pupils and any accompanying adults (including teachers) and for ensuring the welfare and safety of the pupils. Teachers and accompanying adults will need to ensure that they are comprehensively indemnified in respect of their supervisory functions. Third parties may wish to effect cover with the Zurich Insurance Company along the lines of the present school Journey Policy for supervised school journeys.

Any letters which it is necessary for the school to issue to parents should make it quite clear that:

- i) The activity is being organised by the third party;
- ii) The third party is charging parents for the activity;
- iii) The school is willing to release pupils to participate in the activity.

Whilst it is clear that the LEA or Ratton governing body should not be involved in the organisation of a third party arranged trip, particularly with regard to financial transactions, it is also clear that a school will require to be informed of the supervision and insurance arrangements before granting leave of absence to pupils and possibly staff. In addition, in some cases it will be more practical for the school to act as a collector of monies for the third party rather than leave parents to send individual payments. Teachers who accompany pupils on third party arranged trips will be acting in a responsible supervisory role.

For these reasons, it would seem wise to view third parties with caution. The DFEE has stated that it does not expect schools to use third parties in a deliberate attempt to evade the legislation and, if any challenge were to be brought by a parent, it would be necessary for the school to show that this was not the case.

In addition the restriction imposed by the School Regulations on the granting of leave of absence to a pupil does mean that the third party method should not be employed on a regular basis for trips.

The Authority's view is that wherever possible the voluntary contribution method should be used to fund activities for which it is not possible to charge. This method should therefore be considered for all activities which are arranged by or on behalf of the LEA or Ratton governing body which take place during school hours (according to the definition given in the Act, whether the activities take place, on or off the school premises.

Leisure centres, swimming pools, theatres and museums are used by the school to provide education and cannot be regarded as third parties. Similarly transport used by pupils, whether in the form of hired coaches, school minibuses or public transport is considered by the DFEE to be transport provided by the school and in their view pupils cannot be charged for it. Pupils can however be expected to meet the cost of public transport when they travel direct from home to the site of an activity, (whether or not they are accompanied by teachers). This is the only exception to the prohibition against charging for activities provided during school hours for all pupils. Once they have arrived at the place of destination, however, they may not be charged for the cost of entrance fees, etc.