

# The London Oratory School

## Charging and Remission Policy



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<b>Officer Responsible</b>	<b>Director Finance &amp; Operations</b>

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## **1. Aims**

London Oratory School (LOS) 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 school activities](#) and the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## **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 body**

The governing body has the overall responsibility for approving the charging and remissions policy, but will delegate this to the Finance and Resources Committee, which is a committee of the Board. The Finance and Resources committee will have overall responsibility for monitoring the implementation of this policy and will report breaches to the governing body.

### **4.2 The Headmaster**

The Headmaster is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. The Headmaster is responsible for notifying the Finance and Resources committee and Director Finance & Operations of any specific circumstances which he is unsure about or where he is not certain if the policy applies.

The Headmaster is responsible for reporting any breaches of this policy to Finance and Resources Committee via the Director of Finance and Operations.

### **4.3 Staff**

All staff are responsible for: Implementing the charging and remissions policy consistently. Notifying the Headmaster of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

### **4.4 Parents**

Parents are expected to notify staff or the Headmaster of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

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

- Education 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.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the School.
  - Religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the School.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School.

### 5.2 Transport

- Transporting registered pupils to or from the School premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the School or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the School.
- Transport provided in connection with an educational visit.

### 5.3 Residential visits

- 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.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the School. This currently includes:
    - A-level Biology Field Trip
    - A-level Geography Field Trip
  - Religious education. Supply teachers to cover for those teachers who are absent from the School accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what a LOS can charge for.

### 6.1 Education

- Any materials, books, instruments or equipment, where the child'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.

### **Music we charge for instrumental and vocal tuition, but there are lots of subsidies**

#### **6.2 Optional extras**

LOS can charge for activities known as 'optional extras'.

In these cases, the School can charge for providing materials, books, instruments or equipment.

The following are optional extras:

Education provided outside of School time that is not part of:

- The national curriculum.
- A syllabus for a prescribed public examination that the pupil is being prepared for at the School.
- Religious education.
- **Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School.**
- **Transport (other than transport that is required to take the pupil to the School or to other premises where the local authority / School has arranged for the pupil to be provided with education).**
- **Board and lodging for a pupil on a residential visit, the charge must not exceed the actual cost. Extended day services offered to pupils (such as breakfast clubs, after-school 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.
- Non-teaching 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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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

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

Parental / carer agreement is necessary for the provision of an optional extra which is to be charged for. Fees for activities noted in this section (section 6) must be received in advance of the activity taking place, save for exceptional circumstances.

### **6.3 Music tuition**

LOS can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent / carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

- The Department has detailed arrangements which can be consulted on a case by case basis

#### **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 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

### **7. Voluntary contributions**

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

Some activities for which the School may ask parents / carers for voluntary contributions include:

- A-level Biology field trips?
- Trips
- Sports activities

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 School is unable to raise enough funds for an activity or visit then it will be cancelled and any monies returned to parents/carers.

### **8. Additional activities**

LOS can charge for In addition to those activities noted in section 6, for the following activities:

- Breakfast club
- After school club

These charges are made to ensure the School does not subsidise the activity from its general annual grant funding, unless there is a good reason to do so. For regular activities, the charges for each activity will be determined by the Headmaster and reviewed each year.

### **9. Remissions**

In some circumstances the School 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 Headmaster and will depend on the activity in question.

### **9.1 Remissions for residential visits**

The School will make it clear that parents / carers of children who are registered as being eligible for Free School Meals will be exempt from paying the cost of board and lodging. A list of benefits to which this applies can be found [here](#)

### **10. Education partly during School hours**

The School will follow the guidance and examples from the Department for Education (DfE) on charging for school activities

### **11. Monitoring arrangements**

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

This policy will be reviewed by the Finance and Resources Committee every year. Following every review, the policy will need to be approved by the governing body.

For all activities noted in sections 6 and 8, the School may require payment in advance of the activity taking place, save for exceptional circumstances. This protects the School from the risk of non-payment and ensures activities continue to run for the benefit of all pupils.

Debts arising from any activity will be pursued in accordance with the Debt Recovery Policy. **A copy of the Debt Recovery policy can be found**