



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

**BASKERVILLE SCHOOL**

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**CHARGING AND REMISSION  
POLICY**

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Date reviewed: September 2016  
Next Review: September 2017

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

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## **VISION STATEMENT**

We will ensure the entitlement of each student to access a variety of opportunities to promote academic, social, emotional and physical development.

We will use autistic specific, empathetic approaches and an autistic sympathetic learning environment to promote student learning and personal development.

We will provide choices and challenges in order to maximise potential and build upon strengths and interests.

All the members of the school community are valued equally and work in partnership with parents, carers and the wider community.

We will work within a supportive school framework to promote and celebrate individual success, integration into the wider community and prepare students for life after school.

## **INTRODUCTION**

Baskerville School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the students have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum
- Contribute to all aspects of school life; and
- Be valued partners in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents / guardians who are on low income. We aim:

- To make school activities accessible to all students regardless of family income;
- To encourage and promote external activities which give added value to the curriculum;
- To provide a process which allows activities to take place at a minimum cost to parents, students and to the school; and
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

The development of a range of activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- The value of certain activities in relation to the age/needs of students;
- The cost of an activity set against their educational value;
- How the activity will be paid for;
- The appropriate process for raising funding;
- An assessment of whether the educational aims can be met in any other way;
- An understanding of the various types of activities involved – for example, education visits, music tuition, materials for practical work;
- An assessment of local facilities.

### **1. Admissions**

There is no charge for admissions.

### **2. School meals**

There is no charge for students who are entitled to free school meals or for residential students. Students who are not entitled to free school meals will be charged a set amount of £2 per day which is decided by the Governing Body of the School

### **3. Public examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from that student's parents.

### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition should it be available. (section 8).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the student to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

## **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum.
- part of the syllabus for a public examination that the student is being prepared for by the school
- part of the school's basic curriculum for religious education.

### **Optional extras**

The school may charge for optional extras. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit.
- after school clubs and summer schemes

### **The cost of optional extras**

The Head Teacher will decide when it is necessary to charge for optional activities, and these will be authorised by the Finance Committee of the Governing Body.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for

any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

The Governing Body has decided to make a charge for students attending After School Clubs. This will be used as payment towards the costs of the activities and the tea provided. At present the charge for the after school club is £5 per student per session.

The Governing Body has decided to make a charge for students attending the school's summer scheme. This will be used as payment towards the staffing costs of the activities and the lunch provided. The cost for the summer scheme is £75 per student for the week.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

## **7. Residential activities**

Our school will 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 at the school, or part of religious education
- supply teachers to cover for teachers who are absent from school accompanying students on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school may charge for:

### **Board and lodging**

When any visit has been organised by the school where there will be a cost for board and lodging, parents will be informed of this before the visit takes place. We may charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove that they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall outside of school hours (see section 5).

## **8. Music tuition within school hours**

Baskerville School follows government legislation that states that all education provided during school hours must be free. However, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

### **9. Damage to property and breakages**

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

### **10. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Student Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Students of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Governing Body and Head Teacher.

## **12. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **13. Inability or unwillingness to pay**

Baskerville School is committed to ensuring fair access and treatment of all students and this means ensuring that no student will be excluded from an activity because the parents or carers of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the student or parents of the student who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.