



Woolwich Polytechnic  
**School for Boys**



Woolwich Polytechnic  
**School for Girls**

# PolyMAT

## CHARGING AND REMISSIONS POLICY

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The Trust aims to provide a broad and balanced curriculum for its pupils and enhance learning experiences by additional educational visits where possible.

This document sets out the Trust's policy on charging for certain activities to enhance the learning of its students. In that case, due consideration will be given to balancing the cost against the benefit.

This policy does is not intended to have contractual effect and can be amended by the Trust from time to time at its absolute discretion.

### **Activities in School hours**

Schools in the Trust provide free education for their pupils during School hours. This includes material, books, instruments and other equipment. 'School hours' are those when the Schools are in session and do not include the break in the middle of the school day.

### **Education out of School hours**

The Trust will not charge for education outside of School hours where it forms part of the national curriculum, syllabus for a prescribed public examination that the pupil is being prepared for at the Schools or forms part of the Trust's basic curriculum for religious education. Where less than 50% of the time spent on the activity falls within School hours, it is deemed to have taken place outside School hours.

### **Optional extras**

Charges may be made by the Trust for "optional extras". These are:

- Education outside School hours and which do not fall within the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Schools or part of religious education;
- Exam entrance fee where the pupil not has not been prepared for it at the Schools;
- Certain transport (see below);
- Board and lodging for a residential visit; and
- Extended day services (e.g. breakfast/after School club, tea and supervised homework sessions).

Further details are set out below.

### **Transport**

Transport is free of charge where there is a statutory obligation to take the pupil to or from Trust or other premises where the local authority or Trust has arranged for the pupil to be educated or to enable a pupil to meet an examination requirement where he/she has been prepared for that examination at the Schools or transport provided in connection with an educational visit.

Transport in School hours will be provided free of charge though the Trust may ask for a voluntary contribution charge towards the cost of transport from time to time.

Travel charges may apply when a residential activity takes place outside of School hours. The amount charged will be calculated to cover the unit cost per pupil. These charges

may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Residential Activities**

The Trust will not charge for education on a visit taking place in School hours or that takes place outside of School hours if (a) it is part of the national curriculum; or (b) it is part of a syllabus for a prescribed public examination where the pupil is being prepared for it at the Trust; or (c) part of religious education.

Charges will be made in advance for pupils taking part in a residential to cover the board and lodging costs but the charge will not exceed the actual cost, as well as any specialist tuition and other associated costs. This is a voluntary contribution. However, residential trips cannot go ahead if a significant number of pupils do not contribute.

Parents/carers in receipt of certain benefits may be exempt from paying the cost of board and lodging. The Trust will require evidence to demonstrate the parent/carer is in receipt of such benefit.

### **Musical Instrument Tuition**

Whilst generally education in School hours are free, charges can be made for tuition in playing a musical instrument, including vocal tuition, either to an individual pupil or groups of any size where the tuition is at the request of the pupils' parent/carer.

No charge will be made if the teaching is an essential part of the national curriculum or for a pupil looked after by a local authority.

### **Public Examinations**

No charge is made for entering children for public examinations where the pupil has been prepared for that examination at the Schools (including re-sits). However, in the case of a re-sit if the pupil fails without good reason to meet any examination requirement for a syllabus, the Trust may charge the pupil's parents/carers for the fee.

Charges will be made for examination entry fees for pupils where the pupil has not been prepared for the examination at a school in the Trust.

### **Extended day services**

Extended day services enable the Schools to provide high quality learning opportunities either side of the School day, increase pupil engagement, improve outcomes and narrow gaps in outcomes between different groups of pupils. This can include offering pupils from time to time: breakfast club; after-School clubs; tea and supervised homework sessions which may be charged at the cost of providing the activity. No parent/carer will be asked to subsidise another.

### **Voluntary contributions**

The Trust may ask for voluntary contributions from time to time for the benefit of the Trust or any Trust activities. All requests for voluntary contributions (in cash or in kind) will make it clear that any contribution is voluntary. Children whose parents/carers do not contribute will not be treated any differently and will still be given an equal chance to attend the visit.

If a particular activity cannot take place without some help the Schools will endeavor to explain this at the planning stage.

If there are not enough voluntary contributions to make an activity viable the activity will regretfully be cancelled.

### **Calculating Charges**

Parents/carers will be informed in advance of any charges applicable to a particular activity, how the charge is calculated and who may qualify for help or get the activity for free.

When charges are made for any activities, the total charges made for any activity will not exceed the actual cost of the activity. The cost 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 can't pay or are unwilling to pay the full charge.

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.

If further funds are needed, e.g. to help with hardship cases, this must be by fundraising or voluntary contribution.

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

### **Remissions**

Parents who can prove they are in receipt of any of the following benefits may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

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 £16,190)

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)