

# LONDON NAUTICAL SCHOOL



## Charging and Remissions Policy 2021/2022

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### Version History

Version	Date	Amended By	Notes on Revision	Document Version.
1.0	Sept 2020	Rob Melia	New Academic Year Dates	
2.0	November 2021	Rob Melia	New Academic Year Dates Pro rata payments of 6th form bursary	2.0

### To Be Read in conjunction with

Policy	Date	Document Index No.	Notes
Evolve & Offsite Activities	August 2019		
16-19 Bursary policy.	July 2019		
LA & School Financial Policy	November 2021		

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## Context

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

At London Nautical School we recognise the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs can make towards all aspects of a pupil's education. At London Nautical we deliver a relevant, purposeful, enjoyable, inspiring broad and balanced curriculum which engages pupils and develops aspirational learners, whilst nurturing high self-esteem, confidence and pride in our pupils achievements. We always try to build a positive partnership between pupils, staff,

governors, parents and the local community, recognising that everyone has a valuable contribution and can learn from each other.

### **Purpose**

The Governing Body wish to promote and provide as far as possible enrichment activities as part of our mission and in the delivery of our curriculum.

The Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in 'The Governors Handbook – January 2015', Section 7.5 (Charging for Schools Activities) and in DfE guidance document 'Charging for school activities' last updated October 2014.

### **Scope**

The policy complements the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy and cover all chargeable and nonchargeable activities of the school. This policy also details where discretionary allowances MAY be granted by Governors to support access to a trip or activity.

### **Roles and responsibilities of Governors, Headteacher and staff**

The Governors, Headteacher and staff will ensure that the following applies:

#### **1) No charges will be made for:**

- Education provided during school hours (including the supply of any materials, books or other equipment)
- An admission application or admissions;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.
- an admission application;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

## **Music Tuition Within School Hours**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. We give parents information about additional music tuition at the start of each academic year.

The school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **Activities for which charges may be made;**

- Activities outside school hours – Non-residential activities (other than those listed in point 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged the full rate for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in point 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size if this is not part of the National Curriculum
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances;

## **Optional extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of 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 school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made and letters will always be sent out requesting agreement and payment.

### **Voluntary Contribution to non-residential visits**

London Nautical School is committed to providing enrichment activities and considers Learning Outside the Classroom to be a priority and as such will offer a range of educational visits during school time. London Nautical School will ask for voluntary contributions towards all such educational trips and workshops. If the activity cannot be funded without voluntary contributions, the Governors or Headteacher will make this clear to parents at the outset.

The school is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

Contributions are voluntary and if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

If sufficient contributions are not made for any individual trip, London Nautical School reserves the right to cancel the trip. A letter or Evolve notification will be sent by the class teacher indicating the amount that the trip will cost divided by the total cost and the amount will be added to Parent Pay.

Any amount may be contributed for curriculum activities.

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income based jobseekers allowance
- Income support or Universal Credit
- Support under part VI of the immigration and asylum act 1999

- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- If their child/ren are eligible for Pupil Premium Funding

*Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.*

*If a child is eligible for Pupil Premium, the 80% remission is also applicable or at the discretion of the Governors and Headteacher, a fully funded place may be available. If a parent is able to provide proof that they are in receipt of the following benefits then an 80% remission is available on the cost of the visit:*

### **Intentional Damage to school property and/or equipment**

Willful damage to school property and/or equipment will be charged to parents by the school at the full cost of replacement including parts, labour and administrative time.

Pricing List 2021/2022

<b>Item purchase</b>	<b>Charge</b>	<b>Facility Charge</b>	<b>Charge</b>
Library Stationery	TBC	Malone Hall	£100 per hour (min 2 hours at weekends)
Revision Guides	TBC	Conference room (G03)	£60 per hour (weekdays only)
		Meeting Room	£55 per hour (weekdays only)
		Sports Hall	£50 per hour every hour (min weekend bookings 2 hours)

### **School Uniform**

Can be bought from School Uniform Direct. (<https://schooluniformdirect.co.uk/>).

The Governors MAY help with the provision and purchase of uniforms in certain cases.

### **School Items / Stationary**

The school will occasionally sell revision guides and textbooks to students at cost and will, on the return of the items, reimburse the student. Locker keys are charged on a deposit basis, the fee being returned at the end of each academic year. Replacement charges are made for school planners.

### **Recovery of outstanding fees and charges**

Recovery of unpaid/outstanding fees and charges incurred by parents accessing school services will be recovered in-line with our Debt Recovery for Parents Policy.

### **Residential Visits**

Schools **can** charge for board and lodging on visits including overnight stays.

If a child is eligible for Pupil Premium, the 80% remission is also applicable or at the discretion of the Governors and Headteacher, a fully funded place may be available. If a parent is able to provide proof that they are in receipt of the following benefits then an 80% remission is available on the cost of the visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Universal Credit in Prescribed Circumstances;
- Child Tax Credit, provided that the Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs).;
- The guarantee element of State Pension Credit;

*If a child is eligible for Pupil Premium, the remission may also be applicable or at the discretion of the Governors and Head teacher, a fully funded place may be available. (See the schools PPG statement on our website for our plans on how we spend our PPG funding).*

*Each remission will be decided at the time of organising the trip and parents will be informed of the level of remission available.*

### **Other Charges**

- The School may permit organisations to charge parents, where such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents choose for their children to join in the activity such as visiting theatre companies.
- A charge may be made where a pupil damages or loses a piece of school equipment or causes damage to the school site, including vandalism, graffiti, broken windows etc. Where a charge is made, the Head teacher has discretion on the level of charge which may be the full cost of replacement or repair or a contribution towards replacement or repair.
- There is currently no charge for swimming and parents will be informed of their year group's arrangements. We inform parents when these lessons are



to take place, and we ask parents for their written permission for their child to take part in swimming lessons if applicable.

- Charges will be made for the hire of school premises. Charges are calculated on an individual basis. The Head teacher has the discretion to reduce and/or remit fees where he/she considers appropriate, for example, to community groups where many of the participants are pupils or parents of the school.
- The school Governing Body reserves the right to seek reparations from parents where their children cause breakages or damage to school property.

### **Post 16 Bursary funding**

The school will distribute post 16 Bursary Funding to qualifying pupils.

Payment will be made by the 28th of January of each academic year for the first allocation of the awarded bursary and subsequent payments will be made in April and July. This academic year awards will be made to cover or contribute to each individual funding request per student split over three terms (January, April & July) for qualifying students. (Not all students will receive the same amount and there is no guarantee all requests for funding will be granted).

We will NOT automatically be making cash payments to students and all payments 'in kind' will be made in line with our Sixth Form Bursary policy as can be seen on our website.

Payments will only be released to students with 95% or above attendance for the Autumn , Spring and Summer terms plus other measures as per Appendix(i) of the policy. For attendance below 95% payment is made on a pro rate basis matching the % of attendance the student has gained.

Requests can be made via the form found attached to this letter and handed in to the office at school.

Additional details can be found in our 16-19 Bursary policy.

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first paid, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

**Review**

The governing body is responsible for the maintenance of this policy and it should be reviewed on an annual basis or in light of any statutory or advisory changes. The governing body has delegated responsibility for this to the Finance Committee.