



## Charging and Remissions Procedures

Issue No	Author/ Owner	Date Written/Reviewed	Approved by Governors on	Comments
1	WF	October 2014	26.11.2014	
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### 1. RATIONALE

At Backwell School, we believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

### 2. AIMS

These charging/remissions procedures describe how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

### 3. PROCEDURES

#### 3.1 Classroom materials – (a list is available in the Parents' Handbook)

##### Essential

Parents are expected to provide the following for their children:-

- School uniform (see uniform list in Parents' Handbook)
- PE kit (see uniform list in Parents' Handbook)
- A pencil case containing a blue or black pen, pencil, eraser, 30cm ruler, set of colouring pencils (not pens)
- A scientific calculator (marked with name of student)

Parents may also need to provide the following for specific subjects:-

- A protractor (for Maths and Science)
- Pair of compasses (for Maths and Science)
- A 0.3 or 0.5mm black fineline fibre tip pen (DT)
- A 2H pencil (DT)
- A 2B pencil (Geography)

## **Recommended**

It is recommended that, if possible, parents buy the following:

- Supplementary texts e.g. revision guides, syllabi, past papers etc. may be recommended by individual departments or available to purchase in the School Shop
- Collins Gem Pocket Dictionary of English
- Collins Gem Dictionary or Easy Learning Dictionary for French, Spanish or German

## **The product of Design and Technology lessons**

In Design and Technology (Product Design, Food and Nutrition and Textiles), students will be charged £10 per academic year to cover the cost of materials and equipment used in the lessons. The products will then be taken home. In Textiles and Food and Nutrition, students will be asked to provide additional materials and ingredients, and a letter giving details, or a recipe, will be sent home when appropriate.

## **The product of Art lessons**

At KS4 and KS5 Art and Photography students will be charged £20 per academic year, to cover the cost of specialist materials used in projects, such as A3 sketchbooks, an A1/A3 plastic folder, a selection of drawing pens, pencils and two/three glue sticks . All project work and sketchbooks will then be taken home at the end of the course.

### **3.2 Text books, equipment and locker keys**

The school will provide the necessary text books for use in school and equipment, which will be required by students whilst at the school. Parents are expected to provide a suitable bag. A charge will be made for breakages, damaged and lost text books etc. Overdue library books will incur a fine.

A locker is available for students at a charge of £20, which includes a returnable £15 deposit, when the key is returned to the school.

Lost books etc incur fines which the school expects to be paid.

### **3.3 Public examinations prescribed by the school**

Charges will not be made for public examinations prescribed by the school. Retakes must be paid for by the students/parents.

Students choosing to withdraw from examinations after the closing date for entries, or not attending the examination will be charged the full examination fee.

Post results services (e.g. script return, remarks) requested by students/parents must be paid for by them. The amount will include a small administration charge.

### **3.4 Public examinations not prescribed by the school**

#### **(a) Backwell School students**

University entrance examinations and additional/external tuition fees will be paid for by the individual candidates.

#### **(b) External candidates**

The full entry cost, including a charge for invigilation and administration, is £30 per exam (plus invigilation and exam entry fee costs) as at September 2017. For AS/A2 subjects charges vary according to the exam board and number of units being taken.

### **3.5 Extra-curricular activities**

From time to time there will be activities arranged outside school hours which may incur charges to parents who wish their daughter/son to participate.

### **3.6 PE Fixtures**

From time to time there will be fixtures arranged outside school hours and at other school sites which may incur charges for transport etc. to parents who wish their daughter/son to participate. This is not expected to exceed £20 per pupil per year.

### **3.7 Music lessons**

Charges will be invoiced annually in September and these are due in three instalments, in terms 1, 3 and 5, for individual and group instrumental music tuition. The termly charges will be agreed each year by the governors' finance and buildings committee as part of the budget setting process.

### **3.8 School visits**

#### **(a) School visits which are part of a course**

When an activity incurs a cost, voluntary contributions are sought from parents. If the activity takes place within school hours no student may be excluded because her/his parents have not contributed. However, unless all parents contribute the activity may not take place for any of the students. Letters to parents seeking voluntary contributions should use an agreed format which makes clear that assistance is available for those who need it and that the visit is dependent upon receipt of sufficient contributions.

#### **(b) Enrichment activities outside normal school hours**

The full rate will be charged for these activities and must include entrance charges (ticket costs), transport and staffing costs (fees, subsistence, travel).

Any monies outstanding from a previous non-payment may mean that the student is excluded from future activities.

### **3.9 Residential visits**

#### **(a) Visits which are part of a school course**

The school can charge for the full costs of board and lodgings and request a voluntary contribution towards the other costs. In practice, given the difficulties involved in identifying these separately, the school will ask parents for a voluntary contribution equal to the full cost of the residential trip. The visit is dependent upon receipt of sufficient contributions.

#### **(b) Enrichment activities** e.g. foreign exchange visits, cultural visits, etc.

The full rate will be charged for all these activities and will include travel and staffing costs.

### **3.10 Work experience**

Backwell School will pay for the cost of health and safety checks for work experience, which is taking place within the local authority only.

### **3.11 PE leisure activities**

Students in years 7 and 8 are taught swimming in a block of lessons during term 1 or 2, in a mixed gender group. These are provided by qualified instructors at the local Backwell Leisure Centre. A voluntary contribution of £25 per student is requested for participation in these swimming lessons.

Students in years 10 & 11 are offered squash lessons, one per week, over a set period of time. These are provided by external qualified instructors at the local Backwell Leisure Centre. A reduced rate of £8 is charged for participation in these squash lessons.

### **3.12 Payment Method**

An administration charge of 2.5% of the trip cost will be included on all charges made by the school, whatever the method of payment. Parents are encouraged to use ParentPay for all school charges.

### **3.13 Refunds**

Where an activity makes an unexpected surplus the school will consider making a refund if the surplus exceeds £5 per student for day visits and £10 per student for residential visits. Surplus amounting to less than this will be used to support students in the future who have difficulty paying for school trips or other school activities.

If a student is withdrawn from a trip, either by the school or by the parent/carer, then a refund will not normally be given.

### **3.14 Families qualifying for remission or help with charges related to school activities**

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some students may be given financial assistance towards the purchase of uniform and equipment or activities and visits, through Pupil Premium (for eligible students), the School Fund or the 16-19 Bursary Fund. Applications may be made by parents/carers whose child/children are eligible for free school meals, or are in receipt of Child Tax Credits.

The level of support which the school can offer is dependent on the total funding available and the number of applications it receives. The final decision will be made by the Headteacher.

Applications for financial assistance for school activities from the School Fund, may be made by parents/carers completing the financial support application form, which is available on the school's website (see Appendix 1). They must provide as much supporting information as possible.

### 3.15 Pupil Premium

In addition to financial assistance, governors have agreed to allocate further resources to students who qualify for Pupil Premium. To qualify, parents/carers must have a child/children currently in receipt of free school meals, or have done so in the past six years. Students, who are in care or in service families, also qualify for Pupil Premium funding. Details of the current allocation of these funds can be seen on the school website. Parents/carers who are eligible for this funding are contacted in September each academic year.

### 3.16 Backwell School 16-19 Bursary Fund

#### Summary

The 16-19 Bursary Fund is allocated to the school by the Education Funding Agency. It is designed to support post-16 students in full time education with the financial challenges of their continuing education. Students (or their parents/carers) in receipt of the following are eligible for this support. The type of support available varies depending on which of these categories a student (or parent/carer) is eligible for:

Status	Support Available
Young people in care. Care leavers. Young people receiving Income Support, or Universal Credit in place of Income Support. Disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payment in their own right.	<b>Vulnerable Learner payment of £1,200 per year</b>
Students in receipt of Free School Meals or their annual household income is £16,105 or less.	<b>Monthly discretionary payments</b>
Students in receipt of Free School Meals. Students with parents/carers in receipt of Child Tax Credits	<b>'One-off' discretionary payments</b>

For all payments students must meet the eligibility criteria for attendance, behaviour and academic standards.

Further details follow, together with an application form to use if you meet the eligibility criteria. If your family circumstances qualify you for Free School Meals and you are not currently registered, you must make an application for free school meals at the same time as you complete the Bursary Fund application.

## Types of payment

### (a) Vulnerable Learner Payments

Students most in need are eligible for a bursary of £1,200 a year, as laid down in the 16-19 Bursary Fund Guide for 2017-18.

Those eligible are:

- young people in care
- care leavers
- young people receiving Income Support, or Universal Credit in place of Income Support.
- disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payments, in their own right.

Payment is made by BACS payment directly into a bank account, or by cheque, at the start of each term in six equal instalments.

Students receiving Vulnerable Learner payments are also eligible to apply for 'one-off' discretionary payments.

### (b) Monthly Discretionary Payments

Students are eligible for monthly discretionary payments of up to £50 per month if they have applied for and are in receipt of free school meals and if their annual household income is £16,105 or less. Payment will be withheld if a student has any unauthorised absences during that month. A student has ten school days to appeal against non-payment. Payments are made monthly by BACS in arrears into the bank account of the student.

Students receiving monthly discretionary payments are also eligible to apply for 'one-off' discretionary payments.

#### ***Students are eligible for free school meals if they or their parent(s) are in receipt of:***

- *Income Support (lone parent, student not living with parent, at serious risk of abuse, refugee learning English).*
- *Income based Job Seekers Allowance.*
- *Income related Employment Support Allowance.*
- *Child Tax Credit, provided your annual income as assessed by Her Majesty's Revenue and Customs, does not exceed the current income threshold of £16,105. (Note that Working Tax Credit does not give entitlement.)*
- *Support under Part VI of the Immigration and Asylum Act 1999.*
- *The guarantee element of State Pension Credit.*

*Application forms for free school meals are available from the school's Student Support Office or from North Somerset School Admissions Team on 01275 884078.*

### (c) 'One-off' Discretionary Payments

Students are eligible to apply for 'one-off' payments if their parents or carers are registered as recipients of Child Tax Credit. *(Parents are eligible for receipt of child tax credits if their annual income does not exceed £25,000 with one child or £30,000 with two children.)* This includes students

in receipt of Vulnerable Learner or Discretionary payments.

One-off payments may be made to support the following costs:

- Books and equipment
- Field courses
- Additional course costs
- Examination fees
- Public transport for those who live further than two miles from school
- Travel to interview and/or open days of higher education institutions
- Other costs associated with learning.

**Students must enclose receipts for the expenditure they are claiming.**

Funding commitments for 'one-off' discretionary payments will not exceed the total funding available via the EFA 16-19 Bursary Fund. If there is greater demand than funding allows then learners will receive a lower payment.

Payments will be made by BACS payment directly into a bank account, or by cheque, at the end of terms 2, 4 and 6.

#### **Applications for the Bursary Fund**

Applications for all payment types should be made using the 16-19 Bursary Fund Application Form (see Appendix 2).

Applications for Vulnerable Learner and Monthly Discretionary Payments should be completed at the start of the academic year. Where late applications are received Monthly Discretionary Payments will not be backdated. (Students who gain eligibility due to a change in circumstances during the year are able to apply at any stage in the year).

Applications for 'one-off' discretionary payments in 2017-18 should be submitted by the following deadlines:

4 December 2017	For terms 1 and 2
19 March 2018	For terms 3 and 4
9 July 2018	For terms 5 and 6

#### **4. MONITORING AND EVALUATION**

The school's Charging and Remissions policy statement and these supporting procedures will be reviewed annually by the governors' Finance and Buildings committee.

The committee will monitor the impact of this policy by receiving a yearly financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those students most in need of additional support.

## APPLICATION FOR FINANCIAL SUPPORT

\*\*\*\*\* **CONFIDENTIAL** \*\*\*\*\*

Please complete all the sections of this form using **BLOCK CAPITALS**

SECTION 1 – Details of Applicant					
<b>Students’ Full name:</b>				<b>Tutor Group:</b>	
<b>Name of Parent/Carer</b> Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.					
<b>Surname:</b>				<b>Title:</b>	Mr/Mrs/Miss/Ms
<b>First Name:</b>		<b>Middle Name:</b>		<b>Date of Birth:</b>	
<b>Address:</b>					
				<b>Postcode:</b>	
<b>National Insurance No:</b>		<b>Telephone Numbers:</b>			
<b>Do you have a husband/wife or partner living at this address?</b>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>If yes, please give details:</b>	<b>Surname:</b>			<b>First Name:</b>	
<b>Have you moved home in the last 12 months?</b>				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give your previous address:					

SECTION 2 – Confirmation of Parent/Carer benefit received	
<b>1) Is your child in receipt of Free School Meals?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please note we are unable to process your application for financial assistance until you receive notification of authorisation from North Somerset Council that your application for free school meals has been approved.</i>	
<b>2) Are you in receipt of Child Tax Credit?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>As proof of receipt of Child Tax Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent financial year for which you have records (or suitable alternative such as a P60).</b>	



**SECTION 3 – What assistance are you claiming for?**

Unless otherwise stated, the maximum assistance with cost is 50%

	Amount claimed	Details
Enrichment Week residential trips (maximum assistance of £150 from School Fund)	£	
If you qualify for funding from your Pupil Premium allocation (maximum assistance of £100 for Enrichment Week activities / trips)	£	
Revision guides for Years 10 – 11 (available free of charge, see separate form)	£	
Other costs/fees associated with learning, school trips or clubs and courses (maximum assistance of £150 from School Fund or your Pupil Premium allocation, if you qualify for funding)	£	

**SECTION 4 – If you would like to apply for exceptional assistance (i.e. you are not in receipt of either free school meals or Child Tax Credits) please provide details of any information you feel would be relevant to support your claim in the box below:**

**Declaration**

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_ (Date)

**Authorised by:**

Signed: \_\_\_\_\_  
Business Support Manager

Signed: \_\_\_\_\_  
Assistant Headteacher  
(Enabling Learning)

## 16 – 19 BURSARY FUND APPLICATION

\*\*\*\*\* CONFIDENTIAL \*\*\*\*\*

Please complete all the sections of this form using BLOCK CAPITALS

SECTION 1 – About the Parent/Carer							
Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.							
Surname:				Title:	Mr/Mrs/Miss/Ms		
First Name:		Middle Name:		Date of Birth:			
Address:							
				Postcode:			
National Insurance No:		Telephone Nos:					
Do you have a husband/wife or partner living at this address?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give details:	Surname:		First Name:				
Have you moved home in the last 12 months?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes, please give your previous address:							

SECTION 2 – Confirmation of Parent/Carer benefit received	
Is the parent(s)/carer(s) in receipt of:	
1) Free School Meals	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please note we are unable to process your application for bursary funding until you receive notification of authorisation from North Somerset Council that your application for free school meals has been approved.</i>	
2) Child Tax Credit	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>As proof of receipt of Child Tax Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document the most recent financial year for which you have records (or suitable alternative such as a P60).</i>	

SECTION 3 – Confirmation of young person's status	
Full Name:	Date of Birth:
Is the young person	
• In care	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Receiving Income Support or Universal Credit	YES <input type="checkbox"/> NO <input type="checkbox"/>
• A care leaver	YES <input type="checkbox"/> NO <input type="checkbox"/>
• A disabled young person receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence payments	YES <input type="checkbox"/> NO <input type="checkbox"/>

**SECTION 4 – Only complete this section if you are applying for a one-off discretionary payment****How much assistance are you claiming?**

Books and equipment (maximum £130)	£
Field courses (maximum £130)	£
Additional course costs (maximum £130)	£
Examination fees	£
Public transport to school (maximum £130)	£
Travel to HE interview or open day (maximum £130)	£
Other costs/fees associated with learning (maximum £130)	£

**Please note: Receipts must be enclosed for all the expenditure you are claiming.**

**SECTION 5 – Bank details of young person (into which the funding will be paid)**

Name of young person (as per bank account):	
Bank Name:	
Sort Code:	
Account Number:	
OR If payment to be made by cheque Name of payee:	

**Declaration**

I confirm that the information on this form is correct at the time of completion, and that I will inform the school as necessary if circumstances change.

Signed: \_\_\_\_\_ (Parent/Carer) \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Student) \_\_\_\_\_ (Date)

**Authorised by:**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Head of Year 12/Year 13 Business Support Manager