



Tuition, Medical and Behaviour Support Service

Charging and Remittance Policy

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Responsibility:	Greg Portman

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Introduction

Tuition, Medical and Behaviour Support Service recognises the valuable contribution that the wide range of additional activities, including trips, and residential experiences can make towards a pupil's education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Service and as additional optional activities. TMBSS is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and this policy sets out the procedures for charging for activities so that no child is discriminated against.

This Policy informs staff and parents about charging for activities and that the Service complies with all necessary rules and regulations when creating charges and remissions within the Service.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance and Staffing Committee.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Executive Headteacher

The Executive Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

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

Service Policy

The Service's charging policy is based on the following:

We will not charge parents for:

- admission applications
- the provision of education during school hours (including the supply of materials, books, instruments or other equipment).
- activities that are an essential part of the syllabus for an approved examination.
- 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 student is being prepared for at the Service, or part of religious education.
- entry for a prescribed public examination, if the student has been prepared for it at the service
- Instrumental or vocal tuition, for students individually or in groups, unless the tuition is provided at the request for the student's parent
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the Service.

We can charge parents for:

- 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 certain circumstances)
- Examination fees in limited circumstances (see below)

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:
 - 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 Service; or
 - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the Service
- transport (other than transport that is required to take the student to the Education Centre or to other premises where the local authority/governing body have arranged for the student to be provided with education)
- board and lodging for a student on a residential visit
- extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Activities that are provided in school time (but are not part of the National Curriculum etc) ie theatre visits, visits to museums and exhibitions; musical events etc (voluntary contribution only)

When calculating the cost of optional extras, the Service will only take into account the following:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- entrance fees
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

The Service will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Parental agreement is a pre-requisite for the provision of an optional extra where charges will be made.

Examination fees

We may charge for examination fees if:

- The examination is on the prescribed list, but the student was not prepared for it at the Service.
- The examination is not on the prescribed list, but the Service arranged for the student to take it.
- A student fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee.

Examinations

If a student or their parents consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents. If the awarding body changes the overall grade of the result, the Service will not be charged by the awarding body and the parent/student will have their fees refunded.

Voluntary Contributions

- We may, from time-to-time, ask for voluntary contributions towards the benefit of the Service or activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the Service cannot fund it via another source, the activity will be cancelled.
- We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Please see appendix 1 for an example letter.

Music Tuition

We can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the students' parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

The regulations make clear that charging may not be made if:

- the teaching is either an essential part of the national curriculum,
- is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- for a student who is looked after by a local authority

Transport

TMBSS follow the Shropshire Council home to school travel and transport guidance published by the Department for Education.

Residential Visits

We 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, part of a syllabus for a prescribed public examination that the student is being prepared for at the Service or part of religious education.
- Supply teachers to cover for teachers accompanying students on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- The guaranteed element of Pension Credit
- An income related employment and support allowance

Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the Service, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the Service. These costs will be borne by our contingency funds.

Remissions

TMBSS have set aside a small contingency fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- The guaranteed element of Pension Credit
- An income related employment and support allowance

Additional Work

If requested by local authorities, the service carries out additional work which is costed according to the individual needs of the student and is charged back to the local authority who commissioned the work.

Damage to property and breakages

Where Service property has been wilfully damaged by a student or parent the Service 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 Service has been charged, the Service may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Executive Headteacher and are dependent on the situation. Please see Appendix 2 for a breakdown of costs.

Review

The policy will be reviewed annually.

Appendix 1

Shropshire Council
TMBSS
218 Sundorne Road
Harlescott
Shrewsbury
SY1 4RG

Date:
My ref:
Your ref:

Dear

.....(Name) has been given the opportunity to participate in an educational visit toon the The itinerary for the day will include

The cost of the activity will be to cover costs for..... Under the requirements of the Education Act, 1996 we can only raise the costs of the visit by voluntary contributions. There is no obligation to contribute and children will not be treated differently according to whether or not any contribution has been made.

However, the visit can only go ahead if the level of financial support is sufficient.

If you could complete the attached slips with payment and return to by to secure’s place.

Yours sincerely

Name
Job Title

Tel:
Fax:
Email:

Appendix 2

Tuition, Medical and Behaviour Support Service

Tariff for damages to school property

Level of Damage	Explanation	Outcome
Level 1	Low cost damage up to £15	Letter to be sent home to alert parent/carer of cost and request for payment to cover damages. A 3 strike system will be in place for level 1 damage. After 3 strikes it will be taken up to a level 2.
Level 2	Medium cost – up to £100	Level 2 Shropshire Council requested to log incident. Letter sent home to request payment and reported to Shropshire Council for possible hand over for collection of payment.
Level 3	Cost over £100	West Mercia Police informed – the outcome could be a caution or criminal damage proceedings. Shropshire Council informed for possible collection of payment. Parents informed.

Tuition, Medical and Behaviour Support Service will endeavour to find the best solution that will support a safe and respectful environment for all of our students and staff.

Our Service aims to prepare students for their next steps in life and education. Criminal activities in the community, workplace or further education settings are not tolerated. A vital part of preparation for life after TMBSS is helping individuals take responsibility for their actions.

Criminal actions such as criminal damage, stealing, assault, racist or homophobic abuse will be reported to West Mercia Police Force and Shropshire Council.