



Charges and Remissions Policy



1.0 Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experience can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school (see DfE '[Charging for school activities](#)' Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018):

1. Except where pupils are entitled to statutory remission, to charge for all board and lodging costs on residential activities for nights away from home.
2. To charge the full cost for activities wholly or mainly outside of school hours which are not part of a prescribed public examination, required to fulfil the National Curriculum or religious education. The midday break does not fall within school hours. When more than 50% of the activity takes place in school time (e.g. a school journey taking place all day Friday and Saturday morning) it is deemed to take place within school hours.
3. To charge for the cost of materials, ingredients or equipment (or the provision of them by parents/carers) for practical subjects. Provision of these, or a charge, may be necessary if the parents/carers have indicated in advance that they wish to own the finished product.
4. To charge for peripatetic music tuition.
5. Examination entries where:
 - The school has not prepared pupils for the examination in the year for which the entry is made; or
 - The pupil has failed, without good reason, to meet any examination requirement for a syllabus; or
 - Re-sits if the pupil is not being prepared for the re-sit at school.
6. To charge for re-check of examination results where this has been requested by parents and is not supported by the school.
7. To request payment from parents/carers for damage, graffiti, or loss of school property caused wilfully or neglectfully by their children (Appendix 4). This would include property of any pupil or adult working in or visiting the school.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils. However, this is only when such activities can be provided if there is enough voluntary funding to ensure that no pupil is excluded from such activity by reason of unwillingness or inability to pay the voluntary contribution.

All charges to families should not include subsidies for other pupils or accompanying staff.



Specific mention is made here referencing points 1. and 2. with respect to refunds. Refunds for trips and visits will automatically be made should a trip be cancelled by the school. If a parent/carer chooses to withdraw a pupil from a trip or visit then any refund is awarded on a discretionary basis and parents/carers will need to write directly to the Headteacher to request the refund. Refunds cannot be dealt with by other members of school staff without first having received the written request. There may be some instances where deposits are non-refundable and an administration fee for cancellation may apply. The school may have incurred direct costs which are non-recoverable as a consequence of including the child on the trip (for example, purchase of a ticket which cannot be returned). In this type of event any refund will be discretionary.

The Governing Body delegate to the Headteacher the determination of any individual case arising from the implementation of this policy.

2.0 Remission Policy

Where the parents/carers of a pupil are in receipt of Income Support or Tax Credits, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed examination or National Curriculum.

3.0 Hardship Fund/Bursaries

The Hardship Fund is used to supplement fees/charges to pupils who fulfil the criteria for an allocation from the fund. The Deputy Headteacher with responsibility for Pastoral issues, or the Headteacher must authorise (Appendix 1) the proposal prior to any payment/transfer of funds to the parent/carer. Various criteria are used to assess the level of hardship:

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Safeguarding / Child Protection issues
- Support progress/attainment

Sixth Form bursaries (see [DfE 16 to 19 Bursary Fund guide: 2022\(3\) to 2023\(4\) academic year](#)) are managed by the Leader of KS5, in line with Bursary Funding received from the Local Authority or granted through the Education Funding Agency or its nominated agent. The applications process is evidenced in Appendix 2, payments being made to students via the BACS system.



List of Appendices contained in Charges and Remissions Policy

Appendix 1 Titus Salt School Hardship Fund – Access to Fund to Support Pupils in Need

Appendix 2 Sixth Form Bursary

Appendix 3 Determination of Charging Flowchart

Appendix 4 Letter to parents/carers – contribution towards damage cost



Appendix 1: Titus Salt School Hardship Fund – Access to Fund to Support Pupils in Need

Hardship fund claim

Date

Staff code

Payee

Pupil/Year Group



Amount £	Receipts attached	Yes/No

Category of claim

Please tick

- Income level - referenced against FSM eligibility
- Evidence of neglect – physical/emotional
- Support attendance – referenced against attendance statistics
- Safeguarding / Child Protection issues
- Support progress/attainment

Further detail

Authorised Signature / Date

MOR/TEM



Appendix 2



16 – 19 Bursary Fund Application

The 16 - 19 Bursary Fund is money to help with your education-related costs. A bursary can be used to pay for things like clothing, books and equipment for your course, public transport to get to school and Open days. The amount of bursary granted depends on the costs you have and what you need for your courses. This will be discussed in an informal interview.

There are two types of bursaries, one for students in vulnerable groups and then a discretionary bursary.

Group 1: Bursary for students in vulnerable groups

Students may be eligible for a bursary of up to £1,200, depending upon circumstances and benefits. You must fall into one of these categories and produce the required evidence.

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

Group 2: Discretionary bursary

The Sixth Form Team look at individual circumstances. Students may be able to get a bursary if at least one of the following applies:

- you're in receipt of free school meals and are facing hardship
- you're struggling to pay study costs
- you need financial support for public transport, accessing university open days or interviews etc.

To qualify:

- your household income must be less than £27,000 per year, or
- you get free school meals, or
- you get Working Tax credit or Child Tax credit, or both.

Please complete the application form and bring it together your supporting evidence to the Sixth Form Team.



16 – 19 Bursary Fund Application

Student's name		Date of birth		Year group	
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Eligibility and Application criteria

You must be at least 16 and under 19 on 31 August 2022. You should have the right of abode and been resident in the UK for the last three years.

There are two types of bursary groups available.

Group 1: Bursary for students in vulnerable groups

To qualify you must fall into <u>one</u> of the categories below and produce the relevant evidence.	Evidence required	Evidence received
<ul style="list-style-type: none"> You're in or recently left local authority care 	Letter from the local authority	
<ul style="list-style-type: none"> You get Income Support (IS) or Universal Credit (UC) because you're financially supporting yourself 	IS or UC statement letter	
<ul style="list-style-type: none"> You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit 	DLA statement <u>plus</u> ESA or UC statement	
<ul style="list-style-type: none"> You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit 	PIP statement <u>plus</u> ESA or UC statement	

Group 2: Discretionary bursary

To qualify you must fall into one of the categories below and produce the relevant evidence where required.	Evidence required	Evidence received
1) Free school meals Are you are in receipt of free school <u>meals</u> . YES / NO <i>(please circle)</i>	If YES, no further evidence required. Go straight to bank details.	Not required
2a) Household Income <u>—(current financial year)</u> <ul style="list-style-type: none"> The household's income is less than £27,000, OR in receipt of Child Tax Credit, Working Tax Credit, or both 	P60 or most recent wage slip(s) self-employed tax return OR Child Tax Credit / Working Tax Credit statement(s)	
2b) Household Benefits <ul style="list-style-type: none"> Tick all benefits received 		
Job Seeker's Allowance		
Income Support or Universal Credit		
Employment Support Allowance or Incapacity Benefit		
Housing Benefit or Universal Credit		
Carer's Allowance		
Council Tax Support (also known as Council Tax Reduction)		
<u>Student only</u> Personal Independence Payment		
Number of dependent children in the household		Not required



16 – 19 Bursary Fund Application

Bank details

Bursary payments are paid into your bank account, or that of a parent/carer who is listed as having parental responsibility on SIMS. The choice is yours.

Bank or building society					
Account name (as appears on the bank card)					
Sort code		-		-	
Account number					

Declaration

- The information on this form is true and accurate to the best of my knowledge.
- I understand that payment is dependent upon good attendance (96% unless in exceptional circumstances), attitude and work. It can be withdrawn if conditions are not met.
- I understand payments relate to term-time only.
- I understand some awards will be ‘in kind’, e.g., by school purchasing on my behalf.
- I will notify school of any changes to the bank details.
- I will notify school of any changes to household financial circumstances which may affect my claim.
- I understand I can make additional claims for bursary funding throughout the year.

Student (block capitals)	
Student’s signature	
Date	

School Use Only	
Application supported	<u>Yes</u> / No
Financial assessment and eligibility confirmed	<u>Yes</u> / No
Comments	<u>Cash</u> / In kind / Other / None
Payment authorised	To student £ Reimburse school £
Signed	
Date	



16 – 19 Bursary Fund Application

Education-related expenses

Use the pro forma to gather initial costs then see a member of the Sixth Form Team to discuss and finalise your application.

Student	
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Subjects studied	
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Expense	Details	£ requested		
Books				
Equipment/materials				
Stationery				
(Public) transport (to school in term time)				
Clothing				
Laptop	<u>Yes</u> / No	In kind - loan		
Course/field trips				
Interviews/Open Days				
UCAS application fee		£27.00		
Other costs (specify)				
Emergency accommodation & meals				
Total amount requested	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Staff:</td> <td style="width: 50%;">Date:</td> </tr> </table>	Staff:	Date:	£
Staff:	Date:			



Date

Dear (name)

Sixth Form Bursary 2022-2023

Thank you for applying for the discretionary Sixth Form Bursary.

Your application has been successful.

The following expenses will be paid into your nominated bank account.

Books	£xx.xx
Equipment or materials	£xx.xx
Stationery	£xx.xx
Clothing	£xx.xx
Course/field trips	£xx.xx
Interviews or open days	£xx.xx
UCAS application fee	£xx.xx
Other costs (as listed)	£xx.xx
Emergency accommodation and meals	£xx.xx
Total	£ (paid as a lump sum)

Public transport
Total (xx months @ ~~£xx.xx~~ per month - term time only) ~~£xx.xx~~ (paid monthly in arrears)

Total Bursary payments ~~£xx.xx~~

Meal subsidy – either the school will be billed by Innovate or the student will be reimbursed	(Tick if applicable)	<input type="checkbox"/>
Laptop loan	(Tick if to be issued)	<input type="checkbox"/>

If you can provide receipts for purchases that would be helpful for our records.

Kind regards

The Sixth Form Team

Telephone: 01274 258969 Fax: 01274 258970 Web: www.titusaltschool.co.uk Email: enquires@titusaltschool.co.uk





Education & Skills
Funding Agency

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

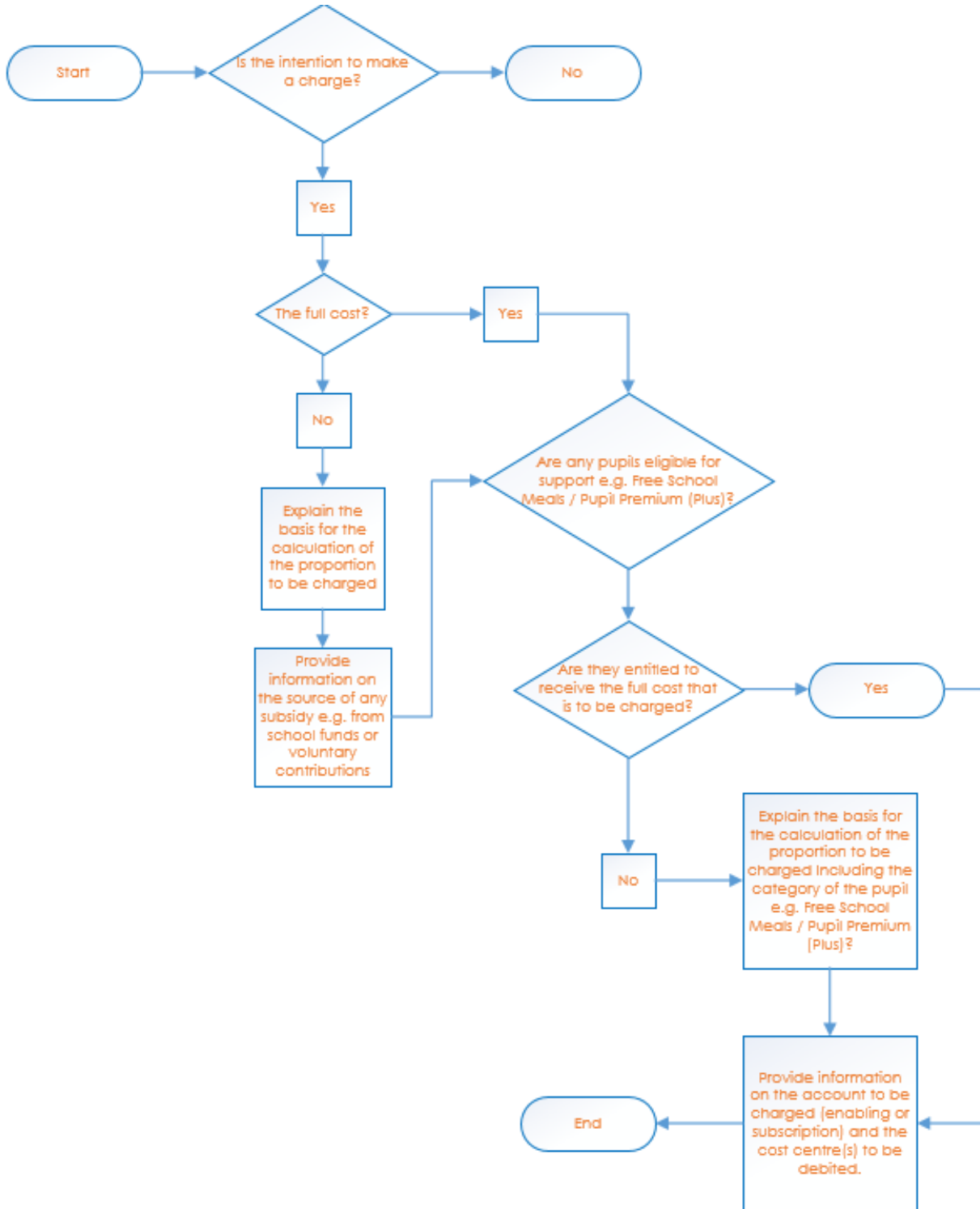
- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.



Appendix 3: Determination of Charging Flowchart





Appendix 4: Contribution to damage – letter to Parent/Carer

Parent / Carer

Addr 1

Addr 2

Addr 3

Addr 4

Postcode

Date

Dear Parent/Carer

**Damage to school property [Date of damage]
[Pupil Forename, Pupil Surname] – [Form Group]**

As you were notified, [Pupil Forename] was involved in causing damage to [describe item(s)] in school. This damage was intentional and as a result the school have had to pay to have the [describe item] replaced.

Damage of this nature and resulting replacement costs are taken from the school budget, which impacts on all pupils. We would therefore ask that a contribution of [£GBP amount] is made to cover the cost of the replacement. Enclosed is an invoice for this amount.

I am sure that you wish to support us in this matter and will also reinforce to [Pupil Forename] the consequences of their actions.

Please do not hesitate to contact [Pupil Forename]'s Year Team should you wish to discuss this matter further.

Yours sincerely

Mr P Temple
Deputy Headteacher