

Frome College Charging and Remissions Policy April 2021

1. Charges for College Activities

The Education Act 1996 sets out the law on charging for college activities in colleges maintained by local authorities in England

The Act gives Local Authorities and colleges the discretion to charge for optional activities provided wholly or mainly out of college hours, and the right to invite voluntary contributions for the benefit of the college or in support of any activity organised by the college whether during or outside college hours

As from November 2011 the Governors will operate the following policy on charges and contributions for college activities where such activities involve additional expenditure

2. Charges

The college will charge in the following circumstances allowed by the Act:

- Activities which involve pupils in nights away from home
- The provision of music tuition given to pupils as individuals or in groups any size
- Ingredients and materials for Design and Technology and other practical subjects
- Materials will be charged for, or parents will be required to supply these, (where the parents will own the finished product)
- Any materials, books, equipment where the child's parents wishes him to own them
- Activities which take place wholly or mainly outside college hours and which are not statutory parts of the National Curriculum: e.g. outings, visits, cricket coaching
- Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity
- Charges will be made for board and lodging. However where the trip takes place wholly, or mainly, during college hours **or** outside of college hours but is a necessary part of the national curriculum **or** forms part of the syllabus for a prescribed examination that the college is preparing the pupil to sit, then any children whose parents are in receipt of the following support payments will, in addition to having a free college lunch entitlement, also be entitled to the remission of these charges: Income Support, Income-based Jobseeker's Allowance, income-related Employments and Support Allowance that was introduced on 27 October 2008, 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 annual 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), Guarantee State pension Credit.

No charges will be made for examination entries except where;

- The college has not prepared the pupil for the examination
- the College determines a pupil has failed to complete the requirements of the exam course without a valid reason
- the pupil requests to re-sit an exam or requests a remark of an exam

Charges will be for actual cost

3. Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal college curriculum, e.g. outings and visits which take place wholly or mainly during college hours; visits to the college by theatre groups and other organisations providing an educational service

When voluntary contributions are requested, the terms of the request will clearly state

- a suggested amount for a contribution to cover costs
- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made a contribution
- the proposed activity may not take place unless a substantial majority of parents contribute

4. Remission

It is the policy of the Governing Body;

- to agree how to fund shortfalls for activities
- to normally remit charges for college activities to parents in receipt of income support and working family tax credit who had been unable to give a donation
- to look at individual cases where parents have been unable to give a donation

5. Other Charges

Private Photocopying

The Governors have agreed that staff / pupils / members of the community can use the photocopy / print services provided by the College Print Centre. Prices are available from the print centre on request and are updated annually. They are subject to VAT regulations where applicable

Income from Sales -Non-profit Making

Some goods may be purchased through the college for the convenience of parents, pupils or teachers. The college will not seek to make a profit from these sales. Goods in this category include college clothing, books, art/DT materials etc.

Income from Sales -Profit Making

Some goods may be sold through the college with the intention of making a profit and thus raising money for the college, PTA or other charity. Goods in this category include college photographs, bring and buy items etc., which may be subject to VAT

Income from Donations

From time to time the college will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used

Income from Lettings

The Business Committee annually review and set charges made for use of college premises. The charges include actual caretaking costs, insurance and a premises charge

The Business Committee will endeavour to avoid charging the PTA for its activities in the college

Refer to Lettings Policy for further details

6. Responsibilities

Authority for day-to-day management of the policy is delegated to the Principal who will determine the costs of activities other than those set by the Governors.

All staff responsible for collecting income is made aware of the current charge rates and is aware of VAT implications.

The charging rates are reviewed annually by the Governing Body