



Charging and Remissions Procedures

Issue No	Author/ Owner	Date Written/Reviewed	Approved by Governors on	Comments
1	WF	October 2014	26.11.2014	
2	WF	June 2016	29 June 2016	
3	WF	June 2017	28 June 2017	
4	WF	November 2018	12 December 2018	Small changes
5	KL/NG	May 2021	7 July 2021	Small changes
6	KL/NG	July 2022	6 July 2022	Small changes

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 on the school's website and in the Parents' Handbook)

Essential

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

- School uniform (see uniform list on the school's website and in Parents' Handbook)
- PE kit (see uniform list on the school's website and in Parents' Handbook)
- A pencil case containing pens, ruler (30cm in length), pencils, eraser, sharpener and set of colouring pencils (not pens).
- A protractor, pair of compasses and a scientific calculator (a Casio model is recommended by the Maths Department).
- For food technology lessons students will need a named, sealed Tupperware (or similar) container for transporting cooked items home.

The product of Design and Technology lessons

In KS3 Design Technology (studying modules of Product Design, Textiles and Food), students will be charged £10 per academic year, to cover the cost of materials and consumables in the lessons. Also in KS3 Food, students will be asked to provide additional ingredients from home and a letter giving details or a recipe, will be sent home when appropriate.

In KS4 and KS5 Product Design, students will be asked to contribute £10 per academic year, in order to purchase the extra resources needed.

In KS4 and KS5 Textiles, students will be charged £20 per academic year. In KS4 and KS5 Food and Nutrition, students will be charged £30 for two academic years.

The product of Art lessons

Art and Photography students will be charged £20 for two academic years (at KS4) and £25 per academic year (at KS5). This will 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 however we do not charge for English and Maths resits for sixth form students.

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 will be paid for by the school. Additional/external tuition fees will be paid for by the individual candidates.

(b) External candidates

The school charge a fee per exam which includes the full exam entry cost plus a charge for invigilation. For AS/A2 subjects charges vary according to the exam board and number of units being taken. In addition there is a one off administration charge of £30, regardless of the number of exams the student is taking.

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 Curriculum Leader – Performing Arts & Finance Manager, as part of the budget review 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 and 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 voluntary contribution of £18 per student is requested 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 Universal Credit or Child Tax Credit. 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 and Skills 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 because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner. Disabled young people receiving Employment and Support Allowance, Disability Living Allowance, or Personal Independence Payment in their own right.	Vulnerable Learner payment of £1,200 per year
Students in receipt of free school meals or their annual household income is £17,005 or less.	Monthly discretionary payments
Students in receipt of free school meals or their annual household income is £17,005 or less. Students whose parents/carers are registered as recipients of Child Tax Credit or Universal Credit.	'One-off' discretionary payments

Please note, to receive their 16-19 Bursary 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.

Those eligible are:

- young people in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Payment is made by BACS payment directly into a bank account, 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 £17,005 or less. Payment will be withheld if a student has any unauthorised absences during that month. 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*
- *income based Jobseeker's Allowance or Employment and Support Allowance*
- *support under Part VI of the Immigration and Asylum Act 1999*
- *the guarantee element of State Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £17,005)*
- *Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)*
- *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)*

Application forms for free school meals are available from the school's Student Services 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/carers are registered as recipients of Child Tax Credit or Universal Credit.

Students in receipt of Vulnerable Learner or Discretionary payments are also eligible to apply for 'one-off' discretionary payments.

'One-off' payments, up to a maximum of £100 may be made to support each of the following costs:

- Books and equipment
- Field courses
- Other costs/fees associated with learning
- 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

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 ESFA 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 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.

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 2022/23 should be submitted by the following deadlines:

Friday 2 December 2022	For terms 1 and 2
Friday 17 March 2023	For terms 3 and 4
Friday 7 July 2023	For terms 5 and 6

4. MONITORING AND EVALUATION

The school's Charging and Remissions Procedures will be reviewed annually by the Local Governing Body.

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			
Students’ Full name:		Tutor Group:	
Name of Parent/Carer Please provide your name as known by the Benefits Agency, Inland Revenue or National Asylum Support Service.			
Surname:		Title:	
First Name:		Middle Name:	
Date of Birth:			
Address:			
Postcode:		Email address:	
National Insurance No:		Telephone Numbers:	
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	
1) Is your child in receipt of Free School Meals?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please provide a copy of your letter of eligibility from North Somerset Council confirming your entitlement to free school meals.</i>	
2) Are you in receipt of Child Tax Credit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>As proof of receipt of Child Tax Credit or Universal Credit and income, please provide a copy of the HMRC Final Tax Credits Decision document for the most recent tax year for which you have records (or suitable alternative such as a P60).</i>	

SECTION 3 – What assistance are you claiming for?

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

	Amount claimed	Details of the trip/activity you are applying for
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 Credit or Universal Credit) 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: _____
Deputy Headteacher

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:		Email address:	
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) Is your child in receipt of Free School Meals?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Please provide a copy of your letter of eligibility from North Somerset Council confirming your entitlement to free school meals.</i>	
2) Are you in receipt of Child Tax Credit or Universal Credit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>As proof of receipt of Child Tax Credit or Universal 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"/>

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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 £100)	£
Field courses (maximum £100)	£
Other costs/fees associated with learning (maximum £100)	£
Examination fees	£
Public transport to school (maximum £100)	£
Travel to HE interview or open day (maximum £100)	£

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