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| Paulet High School | School Policy Document | | |
| Document Title | Charging and Remissions Policy | | |
| Document Status | Approved | Approved Date | March 2016 |
| Document Owner | Assistant Head – Business & Finance | Review Date | March 2017 |
| Audience: | Staff <input checked="" type="checkbox"/> | Students <input checked="" type="checkbox"/> | Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> |

Change Log

| Version/Date | Page/Section | Change |
|---------------------|---------------------|---------------|
| March 2017 | | None required |

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the headteacher.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

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Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 school, or part of religious education;
- tuition for students learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Note: The above section is correct at March 2017 but is subject to changes in education legislation from time to time.

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Charges

Where legislation otherwise permits charges to be made, the following items may be chargeable at the discretion of the Headteacher.

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
 - (vi) A contingency fund for emergency and unforeseen expenses
- (c) individual or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school (not to exceed the cost of arranging the re-sit)
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited (not to exceed the cost of provision)
- (g) breakages and replacements as a result of damages caused wilfully or negligently by students (not to exceed the cost of making good the damage)
- (h) extra-curricular activities and school clubs
- (i) Letting of the school premises or grounds (specific charging schedules are approved by the governors)
- (j) Charges for materials or ingredients where the students wish to have the finished product (not to exceed the cost of the materials or ingredients provided by the school)

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- (k) Cost of transport to take part in work experience

At present, charges will not be made for:

- (a) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker’s Allowance;
- c) Income related employment and support allowance;
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190.

Students who are registered to receive free school meals and students studying Music GCSE will be entitled to remission of charges for instrumental tuition.

Voluntary Contribution (in the case of activities where charging is not permitted)

Parents will be invited to make a voluntary contribution for the following **unless** the activity is an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school :

- a) day visits taking place wholly (or mainly) in school time
- b) residential visits wholly, or mainly, on school days



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The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

It may be that certain visits cannot go ahead if insufficient contributions are received.

Other Provisions of the Charging Policy

The costs of any optional extra undertaken by any student whose parents/carers are unable to pay may not be included in the charge to other students but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Contingency Fund – Where the parental contribution includes a contingency fund

If there is any money remaining in the contingency fund after the trip then, when this is less than £2 per contributor, it will be retained by the school fund to support the contingency fund for future school visits. Any remaining money exceeding this amount will be divided fairly among the contributors.

Date of Policy approval March 2017

Date of Policy review March 2018

Policy approved

Chair of Governors