

Salendine Nook High School

Policy for Charging and Remissions (Statutory)

Date policy written:	November 2021
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Approved by Governing Body:	Finance, Staffing & General Purposes Committee 9.12.21
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Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

Legislation and Guidance

Any charges made by the school must meet the advice from the Department for Education (DfE) on [charging for school activities](#) and the Education Act 1996 sections 449-462 of which set out the law on charging for school activities in England.

This policy complies with our funding agreement and articles of association.

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 Body

The Governing Body has overall responsibility for approving and monitoring the implementation of the Charging and Remissions Policy, but has delegated this to the Finance, Staffing & General Purposes Committee.

Principal

The Principal 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 Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the Principal of any concerns or queries regarding the Charging and Remissions Policy.

Where charges cannot be made

Education in maintained schools should be free of charge. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. The Governing Body may, however, request voluntary contributions from parents.

Neither pupil nor parents may be required to pay for any books, materials, instruments or other equipment for use in connection with education provided during school hours. However, it is sensible to encourage parental support in the purchase of such items should they wish. The school Governing Body cannot charge for:

- An admission application;
- education provided during school hours (including the supply of any material, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum or part of a specification for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- entry for a prescribed examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

TRANSPORT

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school;
- Transport provided in connection with an educational visit during school hours. Please see Charges for School Trips, Visits and Activities and Optional Extras.

The school can charge for:

- any materials, books, instruments or equipment where the student's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition in limited circumstances.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;

- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra);
- 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.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

CHARGES FOR SCHOOL TRIPS, VISITS AND ACTIVITIES AND OPTIONAL EXTRAS

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a pupil's education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school. The school will always aim to minimise the cost of trips, visits, activities and optional extras so as to ensure financial exclusion is not a barrier for our families.

The school may not impose a charge on parents for any visit or activity that occurs during school hours. A voluntary contribution may, however, be asked for. Parents should be made aware that the contribution is not compulsory and the children of parents who do not contribute will not be discriminated against or excluded from an activity if their parents are unwilling or unable to pay. The costs will be made clear and will not exceed the actual cost of providing the activity. A Business Case will be prepared showing estimated income and expenditure which must be approved by the Director of Finance & Resources.

Whilst it is reasonable to build in a small additional contribution to allow contingency for unexpected expense, parents should not be overcharged and no trip or activity should be planned to create a profit. Where profit is made, the monies should be divided up and returned to parents of those involved via ParentPay unless parents agree to donate the money to School Fund.

However, in the last resort if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity may have to be cancelled.

The school, may however, charge parents rather than ask for voluntary contributions for costs for residential visits or trips when it is deemed to be an 'optional extra'.

An optional extra:

- Falls wholly or mainly outside of school hours
- Does not form part of the National Curriculum
- Is not part of a syllabus towards a Prescribed Public Examination

- Is not in scope of statutory requirements relating to religious education

For example, under the above definition a skiing trip during the school holidays would be an optional extra

The school will obtain the parents' agreement to meet the costs of an optional extra visit before it is planned in detail. Charging parents for an optional extra may **not** include an element of subsidy in respect of other pupils whose families do not meet the full charge.

Where costs are asked for and/or trips or activities are deemed to be an optional extra, all costs relating to the trip or activity should be included. This will include transport, accommodation, meals, activities, insurance costs and costs towards supply staff to cover for absent staff. Currently this will be up to a maximum of £50 per member of staff per day as required. Charges can also be made for extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

REMISSIONS

Where the parents of a pupil are in receipt of Income Support, or any other government funded income-based allowance, the Governing Body may remit in full or part the cost of board and lodging for any residential activity the school organises for the pupil if the activity, which takes place within school hours is part of the curriculum.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Principal. Any subsidy provided by the School will be met from the funds at its disposal.

MUSIC TUITION

Individual tuition in the playing of a musical instrument is deemed not to be basic education and may always be subject to charges, unless part of an exam specification or National Curriculum requirement or for a Looked After Child.

PUBLIC EXAMINATIONS

The school provides free entry for prescribed public examinations for all students who are on the school register. The school **will** make a charge for examination fees in the following circumstances:

- Examination re-sits (unless the decision to re-enter has been made by the school);
- Entry to a prescribed public examination for which the school has not prepared the student;
- Where a student, with his/her parents' agreement, is entered for a public examination against the recommendations of the school;
- Where a student fails without good reason to complete the examination requirements.

The school **will waive** the recovery of examination fees in certain circumstances. Examples of reasons accepted by the school are as follows:

- Illness of a student confirmed by a medical certificate or where there is a valid reason known to the school
- Administrative error at the school
- Consideration of individual cases on their own merit

PRACTICAL SUBJECTS

In normal circumstances there will be no charge for materials used in practical subjects. For subjects such as Food Technology, parents may be asked to provide the ingredients for the products made, which the students may wish to take home. Financial support from the school is also available for those parents struggling to provide for practical subjects.

BREAKAGES AND DAMAGE TO SCHOOL PROPERTY

The Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

PHOTOCOPYING

A charge will be made for photocopying of any documents provided to parents and outside agent at cost (including admin time), which is not related to school day activities.

MINIBUS USE / HIRE

The school minibus is not hired out externally, however travel in the school owned mini-bus maybe charged to parents if part of a school trip in accordance with charges made for school trips/activities.

LETTINGS

The school is a PPP School and lettings for the main school buildings are maintained and managed by the Facilities Management provider. The School does however own the Sports Hall facility, which is an excluded asset from the PPP contract. At this moment in time this facility is not let out, but if this facility was to be let then charges would be calculated and recovered according to the costs incurred for the letting.

SCHOOL FUND

The School has separate private funds of its own to assist in transport, awards events, and numerous other miscellaneous items for the students. These funds are raised through differing sources such as school productions, commission from school photographs, donations, etc. The School Fund subsidises various activities that the students take part in during their time in school, which may include school trips.

REVIEW

The Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.