

# STOPSLEY HIGH SCHOOL

## CHARGING AND REMISSION POLICY

### 1. RATIONALE

The purpose of this policy is for the school and governing body to set out their policies on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This policy reflects the detail of the Act.

The school must ensure that they inform parents on low incomes and in receipt of the benefits detailed in this policy of the support available to them when being asked for contributions towards the cost of school visits.

### 2. BROAD GOALS

To ensure that all staff are aware of the charging and remissions procedure that needs to be adhered to in the school.

### 3. PUPIL IMPACT & OTHER OUTCOMES

3.1 All appropriate financial protocols regarding charging and remissions are followed.

3.2 The following of the protocols will have a positive impact on student learning through the provision of appropriate learning resources.

### 4. APPLICATION

4.1 It is the policy of the school not to charge for:

- an admission application to the school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is a compulsory part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public 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 unless the re-sit is at the request of a parent/carer (in which case an examination fee will apply).

#### 4.2 The school will charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see page 4);
- community facilities

#### 4.3 Optional Extras

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school or the parent requests a re-sit that is not supported by the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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. This includes supply teachers engaged specifically to provide the optional extra; and
- the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It must not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity 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 will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is, therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### 4.4 Voluntary Contributions

The school is permitted to ask for voluntary contributions for the benefit of the school or any school activities.

If the activity cannot be funded without voluntary contributions, this should be made clear to parents at the outset. The school must make it clear to parents that there is no obligation to make any contribution.

No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.

The school will make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

The school will make it clear at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

#### 4.5 Residential Visits

The school cannot charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school can charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances (The government plans to prescribe the circumstances when Universal Credit is fully rolled out);
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;

#### 4.6 Music Tuition

The law states that, in general, all education provided during school hours must be free, music lessons delivered as individual or small group musical instrument and/or vocal tuition are an exception to this.

Charges may be made for teaching either an individual pupil or groups of any size to play a musical instrument or to sing, provided that the tuition is provided at the request of the pupil's parent.

Charges will not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). No charge will in respect of a pupil who is looked after by a local authority.

#### 4.7 Transport

The school will not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit (unless this is an optional visit) although a voluntary contribution may be sought.

#### 4.8 Education partly during School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

#### 4.9 Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

#### 4.10 Residential Visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

##### Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

##### Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### **5. MONITORING, EVALUATION & REVIEW**

This policy will be reviewed annually by the Governors.

5.1 The Business Manager has overall responsibility for the successful implementation of this policy.