



Westborough High School

Together We Succeed

Name:	Charging and Remissions Policy
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Person Responsible:	M Muhammed
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Type	Statutory
Approval by	Resources Committee
Review cycle	Every 3 years
Approval Date	Summer 2016
Review Date	Summer 2019

Notes:

Charging and Remissions Policy

Introduction

This Charging and Remissions Policy informs staff and parents about charging for school activities.

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 guidance has been written to provide at-a-glance information and complements the information given in “A Guide to the Law for School Governors” (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but is not a substitute for those terms.

Education During School Hours

Westborough High School will not charge for the following:

- An admission application
- 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 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
- Entry for a prescribed public examination, if the student has been prepared for it at the school; and
- Examination re-sit (s) if the student is being prepared for the re-sit (s) at the school

Westborough High School **can** charge for:

- Any materials, books, ingredients, instruments, or equipment, where the child’s parent wishes him to own them
- Optional extras (see below) and
- Music and vocal tuition, in limited circumstances

Optional Extras

Charges may be made for some activities that are known as ‘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 the syllabus for a prescribed public examination that the student is being prepared for at the school; or

- c) Part of religious education
- Examination entry fee (s) if the registered student has not been prepared for the examination(s) at the school
- Transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
- Board and lodgings for a student on a residential break

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
- 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 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 students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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 students 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 students 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 prerequisite for the provision of an extra where charges will be made.

Voluntary Contributions

- Westborough High School will invite parents and others to make voluntary contributions towards some school activities and trips to enable school funds to go further. Students or parents who do not contribute will not be treated differently from those who do make contributions.
- Westborough High School will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.

All trips are charged at cost but if any surplus remains at the end of a school trip which exceeds £5 per pupil this will be distributed to the parents/guardians of the students who originally contributed to the cost of the trip. Any surplus below £5 per pupil will be retained for the benefit of future trips.

Residential Visits

Charges should be made for board and lodgings arising from residential activities but it is a statutory requirement that charges must be remitted in respect of students whose parents are in receipt of the following prescribed benefits; Income Support; Income Based Jobseekers Allowance; Support under Part V1 of the Immigration and Asylum Act 1999; Child tax credit (providing they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue that does not exceed the sum given in the Revenue and Custom rules; or the guarantee element of State Pension Credit.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles). Charges will 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 student. Any charge will not exceed cost.

Transport

Westborough High School will not charge for;

- 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; and
- Transport provided in connection with an educational visit, linked to the school's curriculum. However, Governors have agreed that voluntary contributions may be requested.

Recovery of Charges and Costs

The school reserves the right to charge parents the full cost of restitution and repair to the fabric of the building, machinery, vehicles, equipment or other assets where damage has been caused by vandalism, negligence or wilful behaviour.

The school hold parents and guardians responsible for those costs and charges specifically in this policy which are incurred by their children. The school reserves the right to take any action it deems appropriate to recover money owed including legal action where there is a dispute or a refusal to pay and the school is satisfied there is no evidence of family hardship.

Penalty Notices

As defined in Section 7 of the Education Act 1996 and also the Code of Conduct for issuing Penalty Notices (Kirklees), penalty notices will be considered when a parent/carer fails in their duty to ensure the regular attendance of their child.

Other Charges

The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services. This includes charges for Parent Pay transactions.

All lettings charges are agreed in advance and are available on request.

Conclusion

The Governors wish to continue to offer students as wide a range of opportunities as possible and hope that parents will, where possible, look sympathetically on request for voluntary contributions.

This policy will be reviewed on a two year cycle by the Governors Resources Committee.

Reviewed: May 2016

Next Review: May 2018

Sample Letter – Voluntary donation for a trip/visit/practical activity

Dear Parent

(Child's name /year /subject)

Westborough High School is organising a **(trip / visit / activity)** to **(place)** on **(date(s))**.

(Paragraph explaining activities and how they fit the curriculum etc)

In order to finance this trip we ask that parents and/or carers make a voluntary contribution of **(amount)** per pupil. There is no obligation to make a contribution and if you choose not to your child will not be treated any differently. However, should we not get enough contributions to cover the costs of the trip then we may have to cancel the **(trip / visit / activity)**. We very much hope that you are able to contribute.

(details of how to make contributions).

Yours sincerely

(name)