



# **LONGBENTON** HIGH SCHOOL

## **Charging and Remissions Policy 2016**

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<b>RESPONSIBILITY:</b>	Director of Support Services
<b>IMPACT ASSESSMENT:</b>	Complete
<b>GOVERNING COMMITTEE:</b>	Finance and Premises Sub-Committee
<b>REVIEWED:</b>	October 16
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<b>WEBSITE:</b>	Yes

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## **Section1: Introduction**

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The Governing Body also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

## **Section 2: Principles**

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. No charge can be made for admitting students to maintained schools.

The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools was first set out in the *Education Reform Act 1988*.

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- within school hours
- for the National Curriculum programme out-of-school hours
- for statutory religious education
- for a prescribed public examination prepared for by the school

## **Section 3: Examinations**

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the student without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the Governing Body or Local Authority originally paid or agreed to pay the entry fee. An examination entry fee may also be charged to parents if:

- the examination is on the set list, but the student was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the student to take it.

*For further information, please refer to the Examinations Policy*

#### **Section 4: Finished Products**

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price.

***The parents must know the charge for the product in advance.***

#### **Section 5: Board and Lodging**

A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Guidance on how to check the eligibility (for remission of charges) of children whose families receive tax credits can be accessed via the Department for Education website at [www.education.gov.uk](http://www.education.gov.uk).

#### **Section 6: Transport**

Transport to and from home to any activity not provided by, but permitted by, the school, can be charged for (the main example is work experience).

It is not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums, etc., during school hours.

#### **Section 7: Voluntary Contributions**

Parents may volunteer to pay for any educational activity. The school may request voluntary contributions for any visits/activities both inside and outside school time.

However, NO student may be excluded from the activity for not having paid the contribution. The Headteacher and Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally
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Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regrettably the activity will be cancelled.

## Section 8: Permitted Charges

The following are permitted charges:

- charges for board and lodging on trips
- costs of lost and destroyed school property and breakages
- any costs associated with individual or group tuition in the playing of musical instruments or singing, whether in or out of school hours, (unless it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum)
- the cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra
- the cost of entering a student for a public examination not prescribed in regulations, and the cost for preparing the student for such an examination out of school hours
- re-sits of prescribed public examinations where no further preparation has been provided by the school

In all cases where a permitted charge is likely to be made the parents must be told the amount in advance.

## Section 9: Activities partly during school hours

In order to determine whether an activity that is undertaken partly during school hours and partly out of school hours the 50% rule is applied:

- **Non-Residential Activities:** if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time, and cannot be charged for
- **Residential Activities:** the number of half-days is counted (a half-day being any 12-hour period ending noon or midnight). If the number of days and half-days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a student would spend on a normal school day, the activity is deemed to take place outside school hours, and vice-versa. Travelling time is included in the time spent on the activity.

When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

## Section 10: Third Parties

The school is permitted to charge for the provision of educational services by a third party, but schools must ensure that the monies are paid directly to the third party organisation.

In such cases, if the activity is in school time, the school has to formally grant leave of absence to the students taking part, as the activity would no longer technically be part of the school's official programme.

It is likely, too, that any staff taking part in the activity would also have to be granted leave of absence. The Headteacher must consider carefully the position of accompanying staff, depending on the precise nature and duration of the visit.

## **Section 11: The Governors' Charging Policy**

The Governing Body therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

### **a) Practical subjects**

Where parents have indicated in writing that they wish to own a finished product, a charge will be made. The charge shall not exceed the cost of the materials used by the student.

### **b) Residential Trips**

The board and lodging element of approved residential activities deemed to take place in school hours. The cost will not exceed the actual cost of the provision and prior written confirmation from the parent is required that he/she is willing to pay the charge.

### **c) Activities outside School Hours**

The full cost to each student of all approved activities deemed to be optional extras taking place outside school hours and therefore not part of the National Curriculum.

Extra curricular activities provided via Extended Services may at times charge for the activity. Parents will be informed of these charges prior to making a booking.

### **d) Books, Instruments or Other Equipment**

The Governing Body may set a charge for materials used in school where a parent indicates in advance that they wish to own the item. Any charge will not exceed the cost of the item.

The school may claim for the replacement of any item belonging to the school which is lost or damaged by the student.

### **e) Damage to Property**

The Governing Body reserves the right to ask parents of students who wilfully cause damage to school property to contribute to the cost of repairs or for replacement of defaced, damaged or lost property.

## **f) Examinations**

### **Extra Examination Entries and Results without Tuition**

Where the Governing Body agrees to enter a pupil for a prescribed public examination for which he or she has not been prepared by the school, the cost of the entry for the examination will be passed on to the parents. Where further preparation is provided to a student to re-sit an examination, no charge will be made.

### **Wasted Examination Entries**

Charges will be made to parents except in the case of certificated illness or at the Headteacher's discretion in substantiated exceptional circumstances.

*For further information, please refer to the Examinations Policy*

## **Section 12: Private Use of Facilities**

Private use of the telephone and photocopying facilities by students are not permitted. In the rare case that a private telephone call is made it is deemed to be an emergency and no charge is made.