



# NOWER HILL HIGH SCHOOL

<b>Title:</b>	<b>Charging and Remissions Policy</b>
<b>Date of Last Review:</b>	March 2021
<b>Date of Ratification by Governing Body:</b>	25 February 2021
<b>Status:</b>	Statutory
<b>Approval Authority:</b>	Governing Body
<b>Staff Lead:</b>	Headteacher
<b>Governor Lead:</b>	Chair of Resources Committee
<b>Review Frequency:</b>	Every 2 Years
<b>Location:</b>	School Website
<b>Date of Next Review:</b>	Spring 2023

## 1. Introduction

Nower Hill High School acknowledges the immense value of educational visits to our young people. The school is also proud of its extensive extra-curricular activities. This policy aims to provide clarity over those visits and activities which the school will provide free of charge, and those for which there may be a charge.

This policy is based on 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. Academies are required to comply with this Act through their funding agreements.

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

The Governing Body recognises that as a result of the 1996 Education Act there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited except in certain circumstances at the discretion of the Governing body.

2. The Governing Body also recognises that the curriculum as it exists at present cannot continue without asking for voluntary contributions from parents/carers in certain circumstances. **Definitions**
- Charge: a fee payable for specifically defined activities
  - Remission: the cancellation of a charge which would normally be payable

## 3. Responsibilities

The Governing Body and Headteacher will ensure that staff are familiar with, and correctly apply, the policy. When planning activities that incur costs to the school and or charges to those with parental responsibility, the principles of ‘best value’ will be observed by members of staff. The Governing Body will review the policy every 2 years.

## 4 Education Activities taking place during school hours

- 4.1 ‘School hours’ are defined as being those hours during which the school is in session, but excluding the mid-day break
- 4.2 No charges will be made for any activity or materials, books, instruments or other equipment which are essential to fulfil the statutory curriculum
- 4.3 Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. It may also be stated that such an activity will not be able to take place unless enough contributions are received to finance that activity. The contributions requested will reflect the cost of that activity (including any consequential costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school.
- 4.4 Materials required which would result in a finished product, may be charged for as long as parents/carers have been asked in advance if they wish to own that finished product.
- 4.5 Parents/carers will be expected to provide items of clothing such as aprons and football boots. The school will continue to provide essential protective equipment such as safety goggles.

## 5. Educational Activities taking place outside school hours

- 5.1 Charges for activities may be made **except** where the activities are required either:
- (a) as part of the syllabus of a prescribed public examination;
  - or

- (b) to fulfil statutory duties relating to the national curriculum or religious education in which case no charge may be made with the exception of board and lodging charges for a residential visit (see sections 6.1 to 6.3)

5.2 Where charges are made the cost may not exceed the actual cost to the student and cannot subsidise any other students participating. The cost of those students remitted from charging will be met by funds available to the school.

5.3 The costs incurred by school staff providing the activity may be included in the costs to students.

5.4 A student's participation in such an activity will be a matter for parental/carer choice and on the basis of a willingness to meet any charges applicable. Thus such an agreement is a pre-requisite to a student's inclusion.

5.5 It will not be possible to ask parents/carers of participating students to subsidise other students taking part in the visit.

## 6. Definitions by the Act

6.1 Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours. (See Section 4.1) The Charging Policy for such an activity will therefore follow 4.1 – 4.5.

6.2 Residential activity is defined as being one which involves students spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50 % or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight of any day). The charging policy for such an activity will therefore follow 4.1 – 4.5 except that:-

- (a) the full actual costs per student for board and lodging may be charged to the parent and  
(b) such a cost must be fully remitted if the student is eligible for Free School Meals and must be met by funds available to the school

6.3 A residential activity is deemed to take place outside of school hours if the number of school sessions taken up by the activity is less than 50% of the number of half days (12 hours) involved. An appropriate charge may be made to parents/carers unless the activity is required either:

- (a) as part of the syllabus of a prescribed public examination;  
or  
(b) to fulfil statutory duties relating to the national curriculum or religious education

in which case only board and lodging costs can be charged and these must be wholly remitted if the child is eligible for Free School Meals.

## 7. Entry for Public Examinations

7.1 No charge will be made for a student's first entry to any prescribed public examination for which the student has been prepared at the school, whether during or outside school hours. Resit examinations will be charged unless

- the student is eligible for FSM and the resit is based on advice from the school that the student has suffered illness or a 'life event' that caused the student to perform worse in the examination than would normally have been expected
- it is the decision of the school to pay for the resit examination based on judgement expectations of what the student should have achieved.

7.2 Parents/carers and students will not be required to provide or pay for any materials (excluding

clothing) necessary for the purposes of examination entry.

- 7.3 No charge will be made for transport provided to enable a student to take such an examination.
- 7.4 Students will be entered for each examination for a prescribed public examination for which the student has been prepared for entry by the school except where;
- (a) in the opinion of the Headteacher there are education reasons for not doing so;
  - or
  - (b) where the student's parents/carers request in writing that the student should not be entered.
- 7.5 Parents/carers will be informed in writing as soon as it has been decided for which examinations students should be entered.
- 7.6 Where the preparation provided by the school would enable a student to take two or more prescribed public examinations in the same specification the requirement to enter a student applies to a single examination entry only. However, no charge will be made to the parents/carers for a 'double' entry of a student if the school has prepared the student for the examination.
- 7.7 Where it is agreed to enter a student for a prescribed examination for which the student has not been prepared by the school, the full cost of the entry may be charged to the student or parents/carers.
- 7.8 Where a student has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:-
- (a) entry fee
  - (b) actual cost of any preparation provided by the school outside school hours.
  - (c) costs relating to the school's staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.
- 7.9 Examination entry fees may be recovered from parents/carers if a student fails without good reason to complete the requirements for any public examination for which fees have been paid by the school. Requirements may include coursework or the sitting of final examinations.
8. **Music Provision**
- 8.1 Charges will not be made for class music tuition during school hours.
- 8.2 Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the specification for a prescribed public examination or required by the national curriculum.
- 8.3 No charge will be made for group activities e.g. school orchestras, which take place during school hours.
- 8.4 A charge may be made for individual and small group music tuition not forming part of the specification of a prescribed public examination or required by the national curriculum, provided parental/carer agreement is obtained before a student is given the tuition. The charge can include:
- (a) the cost of the teacher
  - (b) the costs of sheet music
  - and
  - (c) the hire and insurance of a musical instrument.
- 8.5 Serious consideration will be given to requests for tuition from parents/carers suffering financial

hardship or whose child is eligible for Free School Meals, with each case being judged independently and given at the school's own discretion. Refer to 11.3.

- 8.6 Parents/carers are asked to commit to tuition for the academic year in advance. This is because the school has an annual financial commitment with its music tuition service. . The amount will be added to Parent Pay in advance.
- 8.7 Parents/carers will be required to terminate music tuition at least one term in advance of the following academic year and in writing to the Head of Music. Should a student decide not to attend tuition at any time during the academic year, no reimbursement of fees will be given.
- 8.8 Tuition will be cancelled if payment is not received in advance. However, parents/carers will still be liable for settling any outstanding amounts.
- 8.9 School reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents/carers.
- 8.10 School insurance will cover loaned instruments in school and on the journey to and from school. Parents/carers' own insurance must cover the cost of replace/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for students' own instruments.

## 9. **Voluntary Contributions**

9.1 Any such contributions must be genuinely voluntary and it will be made clear to parents/carers if contributions are requested that;

- (a) there is no obligation to contribute
- (b) students will be treated the same whether or not their parents/carers have contributed

9.2 If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers in an initial letter indicating

- (a) the nature of the proposed activity and its education value;
  - (b) the contribution per student which would be required if the activity were to take place;
- and
- (c) the activity would not take place if insufficient contribution were forthcoming.

## 10. **Breakages and Fines**

10.1 Parents/carers may be asked to pay for the full cost of any damage resulting from a student's misbehaviour.

10.2 Parents/carers may be asked to pay for the replacement of any lost or damaged material in the care of the student.

## 11. **Remissions**

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Headteacher and will depend on the activity in question.

11.1 Remissions for residential visits: Parents/carers of children who are eligible for FSM will be exempt from paying the cost of board and lodging for residential visits only where trip is part of the national

curriculum.

11.2 Support: There is support for low income families, in cases where the child is eligible for Free School Meals, and this is the criterion used to assess whether support is needed. Support is half the cost, up to a maximum of £100. (eg if a trip is £30, we support with £15. If a trip is £200, we support with £100)

11.3 Music tuition support: The school will subsidise group tuition by a maximum amount of £180.

**Monitoring arrangements**

12 The Finance Department monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance Director every 2 years

At every review, the policy will be approved by the Resources and Audit Committee.

Is the visit designed to fulfil a statutory requirement (e.g. any requirements of the national curriculum, religious education, or the syllabus of a prescribed public examination)?

NO

YES

Is the visit residential?

NO

YES

Is 50% or more of the visit (including any travelling) during school hours? School hours do not include the normal midday break.

NO

YES

Is the number of half-day school sessions missed 50% or more of the number of half-days taken up by the visit including travel?

NO

YES

The visit is deemed to be out of school time.

The visit is deemed to be in school time.

The full cost of the visit may be charged. Any remission of charges is at the discretion of the school/governors.

No charges may be made for either activities or transport. The actual cost of board and lodging of a residential visit may be charged, but must be remitted in full for families in receipt of specified benefits.

Voluntary contributions may be requested from parents/carers in any of the above circumstances, but no pupil may be treated differently to whether or how much their parents have contributed.