



CHARGING AND REMISSIONS POLICY

Dates:

- Approved: March 2015**
- Reviewed: March 2017**
- Reviewed: March 2020**
- Next review: March 2022**

Date March 2020

PHILOSOPHY

This policy has been compiled in line with DFE requirements and in accordance with s 449-462 of the Education Act, 1996.

Education at Southborough High School is essentially free at the point of delivery for pupils in compulsory school education. However there are occasions in the life of the school that some charge needs to be made for some services.

PURPOSE

This policy outlines those areas where some form of charging is, or might be made.

PRACTICE

1. School Trips

- **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. Please also refer to section 7.
- **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
- **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

2. Examination Entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where
 - a. the school has prepared the pupil for the examination and
 - b. it considers that for educational reasons the pupil should not be entered and
 - c. the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

- A charge may be levied for pupils re-sitting an examination.

- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied above will be the cost of the examination entry, plus any applicable centre costs.
- A charge will be levied where external candidate wishes to sit exams in our school; a charge will be levied if external candidate cancels all of his previously booked exam entries; an additional charge will be made if the external candidate is entered for the exams after the published deadline.

3. Materials & Textbooks

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.
- In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge.
- Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

4. Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

5. Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
- If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

7. Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a voluntary contribution towards the cost of the trip.
- Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
- However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.
- If a child is registered for Free School meals, the school may decide to use Pupil Premium money to allow this child to attend or take part in the additional provision, particularly if the parent is unable to provide the funding

8. Lettings

- The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities.
- The scale of charges will be determined by the Headteacher and reviewed on the regular basis

9. Other charges

- The Headteacher, Resources, Personnel and Finance Committee (RPF) or Governing Body may levy charges for miscellaneous services up to the cost of providing such services .

10. Remissions Policy

- The Headteacher, RPF 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 Head teacher, RPF 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.