



Charging and Remissions Policy

Date created	September 2017
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Ratified by	Governing Body
Review date	September 2019



GENERAL PRINCIPLES

Any charges made by the school must meet the requirements of the Education Act 1996. Education in maintained schools should be free of charge. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. The Governing Body may, however, request voluntary contributions from parents.

Neither pupil nor parents may be required to pay for any books, materials, instruments or other equipment for use in connection with education provided during school hours. However, it is sensible to encourage parental support in the purchase of such items should they wish. The school governing body cannot charge for:

- An admission application;
- Education provided during school hours (including the supply of any material, 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 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;
- entry for a prescribed 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.

The school can charge for:

- any materials, books, instruments or equipment where the student's parent wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition in limited circumstances.

Newsome High School is committed to equal opportunities for all pupils. We believe that all pupils should be allowed to take a full part in the life of the school regardless of their family's financial position and regardless of their race, gender, gender reassignment, disability, sexuality (including sexual orientation), age, religion and belief.

CHARGES FOR SCHOOL TRIPS, VISITS AND ACTIVITIES AND OPTIONAL EXTRAS

The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupil's education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

The school may not impose a charge on parents for any visit or activity that occurs during school hours. A voluntary contribution may, however, be asked for. Parents should be made aware that the contribution is not compulsory and the children of parents who do not contribute will not be discriminated against. The costs will be made clear and will not exceed the actual cost of providing the activity. A Financial Plan will be prepared showing estimated income and expenditure which must be approved by the School Business Manager.



Whilst it is reasonable to build in a small additional contribution to allow contingency for unexpected expense, parents should not be overcharged and no trip or activity should be planned to create a profit. Where profit is made, the monies should be divided up and returned to parents of those involved via ParentPay unless parents agree to donate the money to school fund. However, in the last resort if sufficient contributions cannot be raised and the shortfall cannot be made up, the visit or activity may have to be cancelled. The school, may however, charge parents rather than ask for voluntary contributions for costs for residential visits or trips when it is deemed to be an 'optional extra'.

An optional extra:

- Falls wholly or mainly outside of school hours
- Does not form part of the National Curriculum
- Is not part of a syllabus towards a Prescribed Public Examination
- Is not in scope of statutory requirements relating to religious education

Under the above definition a skiing trip during the school holidays would be an optional extra

The school should obtain the parents' agreement to meet the costs of an optional extra visit before it is planned in detail. Charging parents for an optional extra may **not** include an element of subsidy in respect of other pupils whose families do not meet the full charge.

Where costs are asked for and/or trips or activities are deemed to be an optional extra, all costs relating to the trip or activity should be included. This will include transport, accommodation, meals, activities, insurance costs and costs towards supply staff to cover for absent staff. Currently this will be up to a maximum of £50 per member of staff per day as required.

REMISSIONS

Where the parents of a pupil are experiencing family hardship, the Governing Body may remit in full or part the cost of board and lodging for any residential activity the school organises for the pupil if the activity, which takes place within school hours is part of the curriculum.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Headteacher on behalf of the Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

All requests for remissions will be treated strictly confidential.

MUSIC TUITION

Individual tuition in the playing of a musical instrument is deemed not to be basic education and may always be subject to charges, unless part of an exam syllabus or National Curriculum requirement.



PUBLIC EXAMINATIONS

The school provides free entry for prescribed public examinations for all students who are on the school register. The school **will** make a charge for examination fees in the following circumstances:

- Examination re-sits (unless the decision to re-enter has been made by the school)
- Entry to a prescribed public examination for which the school has not prepared the student
- Where a student, with his/her parents' agreement, is entered for a public examination against the recommendations of the school
- Where a student fails without good reason to complete the examination requirements

The school **will waive** the recovery of examination fees in certain circumstances. Examples of reasons accepted by the school are as follows:

- Illness of a student confirmed by a medical certificate or where there is a valid reason known to the school
- Administrative error at the school
- Consideration of individual cases on their own merit

PRACTICAL SUBJECTS

There will be no charge for materials used in practical subjects, unless the parents have indicated in advance that they wish to own the end product, in which case an appropriate charge will be levied.

BREAKAGES AND DAMAGE TO SCHOOL PROPERTY

The Governing Body reserves the right to seek reparation from parents where their child intentionally or negligently loses a school book (eg Library Book), equipment etc; causes breakages or damage to school premises, furniture or property.

PHOTOCOPYING

A charge will be made for photocopying of any documents provided to parents and outside agent at cost (including admin time), which is not related to school day activities.

MINIBUS USE / HIRE

The school minibus is not hired out externally, however travel in the school owned mini-bus may be charged to parents if part of a school trip in accordance with charges made for school trips/activities.

LETTINGS

The school has a range of facilities that are available for hire. Please contact the school directly for more information.

SCHOOL FUND

The School has separate private funds of its own to assist in transport, awards events, and numerous other miscellaneous items for the students

The School fund subsidises various activities that the students take part in during their time in school.

ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following:

- School shall publish notification of school trips and their approximate cost as far in advance as possible so that parents/ carers can plan ahead.
- School has established a system for parents to pay by instalments (for residential or 'expensive' trips)
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.

REVIEW

The Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.