



Charging and Remissions Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	

Status:

Statutory policy or document	Yes
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	Yes
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Every two years	September 2019

Version Control:

Author	Creation Date	Version	Status
Business Manager (BW)	18 September 2017	0.1	Draft policy for SVF based on Local Authority model and DfE advice
Changed by	Revision Date		
Business Manager (BW)	21 September 2017	1.0	Final approved version for publication
Business Manager (BW)	7 December 2017	1.1	Amendment to review frequency
Business Manager (BW)	10 May 2018	1.2	Minor amendment to Child Tax Credit reference in section 4.2

1 Overview

- 1.1 This policy is based on the Local Authority Model Policy and the Department for Education's Departmental advice in relation to Charges for School Activities. It will be reviewed in the light of further guidance and any legal requirements as and when they occur.
- 1.2 The Governing Body may, from time to time, review and amend the categories of activity for which charges can be made.

2 Introduction

- 2.1 In accordance with Sections 450-461 of the Education Act 1996, the Governing Body makes no charge for education or educational activities provided during school hours as part of the published curriculum.
- 2.2 However, the Governing Body recognises the valuable contribution that a wide range of additional activities can make towards the personal and social development of pupils, and wishes to support pupils who have restricted access due to financial constraints.
- 2.3 The Governing Body therefore reserves the right to levy charges for the following activities arranged by the school, which will not exceed the actual cost of the activity.
- 2.4 Parents will be informed in correspondence relating to specific activities of any support which is potentially available. Any concerns relating to charges for school activities should be discussed with the Headteacher, who in collaboration with Governors will consider the possibility of financial support on a case by case basis.

3 "Optional extra" activities outside school hours

- 3.1 The full cost for activities deemed "optional extras" which take place wholly out of school hours may be charged to parents provided that they are not a necessary part of the National Curriculum, an examination syllabus, or religious education. Optional extras may include practical resources where the finished product will be going home, use of lockers, reward and social trips, extracurricular sporting activities and residential visits.
- 3.2 In fixing the charge the school may take account of the costs for travel, board and lodging, activities, equipment and any associated staffing costs.

4 Residential visits partly or fully during school hours

- 4.1 No charge will be made for such visits other than transport, board and lodging charges.
- 4.2 The Governing Body recognises that it will provide full remission from the charge for transport, board and lodging to pupils whose families are in receipt of the following:
 - Universal Credit in prescribed circumstances
 - Income Support
 - Income Based Jobseeker's Allowance
 - Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

4.3 Where activities are organised and charged by a third party e.g. independent tour operator, the school may provide for full or partial remission of charges.

5 Music

5.1 If pupils make use of an instrument provided by the school or the Local Authority, a charge may be made in respect of the maintenance of the instrument in accordance with the published scale of charges.

5.2 A charge may also be made in respect of the cost of tuition.

6 Materials for practical lessons

6.1 Voluntary contributions or provision of goods in kind may be requested from parents for materials for practical lessons (Design Technology, Food Technology or other subject areas as the Governing Body may from time to time determine), if parents indicate in advance a wish to own the finished product.

7 Visits in support of the curriculum which are desirable but not essential

7.1 The Governing Body recognises that the school may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities might comprise an educational visit to an historic site, a theatre visit, work in an art gallery or museum, or travel to or use of swimming pools.

7.2 The Governing Body's policy is to encourage the school to work jointly with parents in this respect, and invite voluntary contributions from parents, either generally to school funds or specifically for certain activities, in accordance with section 460 of the 1996 Act.

7.3 In encouraging such co-operation the Governing Body is anxious to ensure that parents are made aware that any such contributions are voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution.

7.4 The Governing Body recognises that the viability of visits in support of the curriculum, which are desirable but not essential, depends upon the level of voluntary financial support received from parents and delegate to the Head teacher responsibility for decisions in relation to the viability of such visits.

8 Examination fees (High Schools only)

8.1 No fee will be charged by the Governing Body for any prescribed public examination for which the school has prepared pupils, with the exception of when a resit is being undertaken by the student in either Y12 or Y13.

- 8.2 The Governing Body may levy a charge if a pupil is entered for an examination for which he/she has not been prepared by the school.
- 8.3 The Governing Body may make use of the provisions of section 453 of the 1996 Act, for the Governing Body to reclaim the cost of wasted examination fees from parents.

9 Damages

- 9.1 The Governing Body will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.
- 9.2 Charges for damages may include third party contractor costs, and school Site Team working time costs.
- 9.3 Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.
- 9.4 Culpability of individuals with regard to damage liability will be established by:
- Written statements of admission by those identified
 - Corroborative written statements by witnesses
 - Review of Closed Circuit Television (CCTV) footage.
- 9.5 Parents will be directly invoiced by the school. A staged payment period will be considered by the Business Manager on application and subject to mutual agreement.
- 9.6 Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the Local Authority's legal department for recovery.