



DOCUMENT NAME:

**CHARGING & REMISSIONS
POLICY**

DATE APPROVED BY GOVERNORS:

14th September 2016

DATE OF NEXT REVIEW:

September 2017

Signed:

Signed:

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Chair of Governors

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Headteacher

STATUTORY:

NON-STATUTORY:

LEAD:

SJH

Challney High School for Girls- Charging and Remissions Policy

The aim of this policy is to set out what charges will be levied for activities, what remissions may be implemented and the circumstances in which voluntary contributions from parents/ carers will be sought.

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher is responsible for the implementation of the policy.

Any determinations with respect to individual parents/ carers will be considered by the Head Teacher and notified to the Finance, Staff and Premises Committee of the Governing Body.

The Governing Body recognises the legal requirements relating to charges at maintained schools, as set out in sections 449 to 462 of the Education Act 1996, and that this legislation prohibits charges for the following:

1. Education provided during school hours, including the supply of any necessary materials, books, instruments or other equipment required as an essential or integral part of the National Curriculum programmes of study
2. 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 student is being prepared for at the school, or a part of the school's basic curriculum for Religious Education
3. Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school
4. Entry for a prescribed public examination, if the student has been prepared for it at the school.
5. Examination re-sits if the student is being prepared for those re-sits at the school, otherwise a charge will be made
6. Education provided on any trip that takes place during school hours
7. Education provided on any trip that takes place outside school hours, if
 - a. it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education
8. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
9. Transport provided in connection with an educational visit which is an essential or integral part of the National Curriculum.

It should be noted that "part of the National Curriculum" is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) but includes activities designed to fulfil requirements under the National Curriculum "inclusion statement", such as developing teamwork skills.

Definition of School Hours and Non School Hours

Where an activity takes place partly during and partly outside normal school hours, the Education Act 1996 prescribes a basis for determining whether that activity is deemed to take place either in or out of school hours. This depends on whether the activity is residential or non-residential.

Single Day, Non-Residential Activities

A non-residential activity is deemed to take place during school hours if 50% or more of the activity occurs during school hours, including travelling.

Where less than 50% of the activity falls during school hours, the venture is deemed to take place in non-school time. An example would be an evening performance at a theatre which may require students to leave school an hour or so earlier during the afternoon.

Residential Visits

If the number of school sessions taken up by a visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A half day means any period of 12 hours ending with noon or midnight

Example 1: Visit during school hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days, including 3 school sessions, so the visit is deemed to have taken place outside school hours.

Voluntary Contributions

The restrictions on charging do not prohibit the Local Authority or school Governing Body from seeking voluntary contributions in support of an activity. Therefore, where an activity is planned for which contributions would be required, the level of voluntary contribution will not exceed the actual costs of undertaking the activity and such contributions can include the costs of administration and of hiring teaching staff to cover the lessons of teachers who are accompanying the trip/ activity (apart from residential trips) and to pay the travel and accommodation costs of accompanying teachers or adults.

No child will be excluded from such an activity because their parents/ carers cannot or will not contribute. The school does however reserve the right to cancel the activity if insufficient voluntary contributions are received. Responsibility for determining the level of contribution is delegated to the Head Teacher

Remissions

In order to remove financial barriers from disadvantaged students the Governing Body has agreed that some activities and visits where charges can be made will, subject to the school's budgetary constraints, be offered at no charge or a reduced charge to parents/ carers in particular circumstances. The table below indicates where remission or help may be available in relation to a particular charge. Criteria for qualification for remission will be those students who are registered for free school meals, whether they take their free meal or not.

Activity or item which may be charged for	Notes
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the cost. Remission will be available to families who meet the qualification criteria above
Charges will be made for activities wholly or mainly outside school hours (optional extras) to meet the costs for Materials and equipment Non-teaching staff costs Entrance Fees Travel Costs	The charge will not exceed the cost The charge made to an individual parent/carer cannot include any cost added to subsidise parent/ carers of students who are unwilling or unable to pay Remissions will be available to families who meet the qualification criteria above
Music tuition	Remissions will be available to families who meet the qualification criteria above
Re-sits for public examinations where no further preparation has been provided by the school	The full exam entry fee will be payable
Breakages and replacements as a results of wilful damage	A charge to parents will be made as the discretion of the Head Teacher
Charges will be made for any materials, books, instruments or equipment where a parent/ carer wishes their child to own them or where the item is not considered to be an essential part of the National Curriculum	Remissions will be available to families who meet the qualification criteria above
Any other education, transport or examination fee unless charges are specifically prohibited. Parents will not be charged for use of the School as a centre for exams for subjects not part of the school's own syllabus	The charge will not exceed the cost. Remissions will be available to families who meet the qualification criteria above

Refunds

In cases where a child has been excluded from an event due to poor behaviour and for which their parents/ carers have paid, a full refund will be made to the parents/ carers of that child.

In the case of residential visits such as ski trips, if the place is filled a full refund will be made; otherwise parents/ carers will receive a refund from the travel company according to its own terms and conditions.

No refund will be offered if parents/ carers withdraw their child from an event; however if the vacancy is filled, please see above.

If a parent withdraws their child from a trip/ visit for personal reasons, no refund will be offered except in cases where the school has filled the vacated place.