

## **CHARGING AND REMISSIONS POLICY**

Approved by the Local Governing Board:	<b>Summer Term 2018</b>
To be reviewed by the Local Governing Board:	<b>Summer Term 2021</b>

**Responsible Person(s): Headteacher**

## **Introduction**

This document sets out the charging and remissions policy of Orchard Park High School which is referred to as 'the School' in the rest of this policy document.

### **The Objectives of the Charging and Remissions Policy.**

1. To maintain the right to free school education.
2. To establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
3. To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the school the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. To confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours. Where there are not enough voluntary contributions to make an activity possible and there is no way to make up the shortfall then regretfully the activity will be cancelled.

## **Charging Policy**

**Charges will be permitted for the following:**

### **1. Books and Equipment**

1. Most parents want to buy their children their own pens, pencils, erasers, rulers, calculators etc although subject departments will loan some equipment on request and all of these items are available for purchase from the School Library.
2. Books and stationery are provided free but students who wish to keep a textbook after the end of the course will be asked to pay for it.
3. Parents of students who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

### **2. Materials**

1. Parents of students who are on practical courses (e.g. DT, including Food Technology, Photography, Art etc) and who wish their children to own the finished product will be charged for the materials used.

### **3. Music Tuition**

1. The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum).

### **4. Public Examinations**

1. The Headteacher has delegated responsibility to decide whether students are entered for particular examinations and can request payment in the following circumstances:
  - Wasted exam fees where the student fails to attend the exam or meet the requirements of the examination.
  - Repeat examination fees.
  - The cost of entering a learner for a public examination not prescribed in regulations and the cost of preparing the learner for such an examination out of school hours.

- Re-sits of prescribed public examinations where no further preparation has been provided by the School.
  - Re-marking or checking of examination scripts.
2. In all cases where a permitted charge is likely to be made the parents/carers must be told the amount in advance.

### **5. Loss and Damage to School Property**

1. Parents of a student who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement including materials and labour.

### **6. Trips and Activities**

1. Trips and activities outside the school day and not part of an examination course or are required to fulfil statutory duties in relation to the National Curriculum or to Religious Education: For these activities, the specified payment is required for students to take part. If insufficient payments are received then regretfully the trip will be cancelled.
2. A charge can be made for the full cost of board and lodging on residential educational visits/activities,
3. Where parents or students are required to make a payment, the amount charged will not include any subsidy for any other student or for any other activity. The amount will be equal to the total value of directly related charges divided by the total number of students participating.
4. The amount suggested as a voluntary contribution can include any level of subsidy.

### **7. Optional Extras**

The cost of optional extras provided outside school hours (or mainly outside school hours) will be charged for, but the charge must not exceed the cost of the provision, and parents/carers must agree to their child receiving the optional extra.

### **Voluntary Contributions**

1. Trips and activities within the school day or part of an examination course or needed to fulfil statutory duties related to the National Curriculum or Religious Education: Any payment from parents for these activities including a contribution to supply cover costs is voluntary however if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Obviously, students will never be treated differently according to whether or not their parents have made such payments.
2. A charge can be made for the full cost of board and lodging on residential educational visits/activities, but the parents/carers who qualify for prescribed benefits and allowances are entitled to a remission of the charges.
- 3.

### **Remissions**

The parent of a student may be entitled to some or all of the fees associated with a chargeable trip or activity being waived if one or more of the following conditions are in place:-

1. A parent of a student is in receipt of qualifying state benefits
  - Income Support
  - Income-based Jobseeker's Allowance;
  - Support under part VI of the Immigration and Asylum Act 1999;

- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575;
- Guaranteed State Pension Credit.

When arranging a chargeable activity such parents/carers will be invited in confidence to apply for the remission of charges in full or in part.

The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

#### **4. Activities Arranged During School Hours by a Third Party**

1. Parents can ask the School to grant leave of absence for students to join an activity arranged by an organisation other than the School Governing Body. Where leave of absence is granted, the organisers are entitled to charge parents directly, but the School will not take part in these transactions.
2. Leave of absence will only be given where the activity is judged to be in accordance with the need of the School to meet the statutory requirements of the school curriculum in respect of both students participating in the activity and those remaining at school.

#### **5. Residential Visits**

1. The governors' policy is not to have students entered for examination courses requiring residential study mainly within school time.
2. Residential visits taking place mainly outside school time and not required by an examination course, will require payment for the student to take part.

#### **6. Transport**

1. No charge is to be made for any transport provided by the school in connection with any educational activity which takes place wholly or mainly in school hours.
2. Parents will be expected to meet the cost of travel direct from the student's home to activities sanctioned but not arranged by the School. For example, parents will be asked to pay for the travel costs of students engaged on work experience.

#### **7. Admission to the school**

No charge can be made in connection with admission to the school.