



# **Charging and Remissions Policy**

for

## **Hylands School**

working with the Kemnal Academies Trust

**Reviewed by the Business Management Committee on 26<sup>th</sup> February  
2013**

**Ratified by the Governing Body on 17<sup>th</sup> April 2013**

## **POLICY in RESPECT of CHARGES for SCHOOL ACTIVITIES**

The scope of this policy is to establish the activities and services for which the school makes a charge.

The law on charging in connection with education in maintained schools and academies is set out in the Education Acts. Individual Governing Bodies are required to determine and keep under review a policy in respect of charging and remission arrangements. No charge may be made by the Governing Body unless it has drawn up a statement of its policy.

The Education Reform Act 1988 established the basic principle that the education by any maintained school or academy for its registered students should be free of charge.

**Exceptions to the above approved by the Governing Body are as follows:**

### **1. Individual music tuition within school hours**

A charge will be made to parents of pupils receiving individual tuition in the playing of any musical instrument, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum. The charge will include the cost of the teacher providing the tuition, the cost of sheet music and the hire and insurance of a musical instrument. When charges are to be levied, the parents will be asked to indicate their written agreement in advance of the provision of the tuition.

The charge will be in accordance with the scale as approved from time to time by the Governors' Business Management Committee

### **2. Board and Lodging**

Where a school activity involves pupils in nights away from home, the school will make a charge for board and lodging in all cases; whether or not the residential trip is deemed to have taken place in school hours, subject to the School's remission policy. However, the charge will not exceed the actual cost of the board and lodging provided for each pupil involved.

Where a trip is deemed to have taken place outside school hours and is not required for the purposes of a prescribed public examination, charges can be levied for travel also and in such circumstances will take into account the actual cost of the travel.

### **3. Transport**

In general any transport provided by the School in school hours will be provided free of charge. However, where a pupil makes use of transport not provided by the School to travel direct from home to any activity sanctioned, though not provided, by the School, then parents will be expected to meet the costs of such travel. An example of this is travel direct from home to work experience.

In addition, where the school provides privately arranged transport to and from school, parents are expected to pay for this facility. Subsidies are in place to support families on restricted income.

### **4. Charging for “finished products”**

Where parents indicate in advance a wish to own a finished product, a charge may be levied to cover the costs of ingredients or materials in subjects such as Technology.

### **5. Public Examinations**

The following charges or costs will be passed onto parents:

- i) Where a parent asks for an examination result to be rescrutinised the charge made by the examining board for this service will be passed on to parents.
- ii) Where a Governing Body agrees to enter a pupil for a prescribed public examination for which he or she has not been prepared by the school, the cost of entering the pupil for that examination will be passed on to parents.
- iii) Where a pupil, with parental agreement, is entered for a public examination which is not prescribed by the Secretary of State and which is not on the approved list for payment of fees, the cost will be passed on the parents.
- iv) Where a pupil fails without good reason to complete the examination requirements for any public examination for which the Governing Body has paid, or is liable to pay, a fee, then the fee will be recovered from the parents. This will include situations where the pupil fails to complete the necessary coursework or fails to sit the final examination, but excludes justifiable or unavoidable absence.
- v) The cost of re-sitting a GCSE or Advanced level examination (including modules thereof) for which no further preparation was provided by the school.

## **6. Voluntary Contributions**

The School wishes to continue with the important work and experience derived from off-site visits. In order to overcome the financial difficulties that exist, voluntary contributions will be requested for any visit taking place during school hours.

The school will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment. However, if 100% contributions are not received, the School reserves the right to cancel a trip and return all the contributions made.

No student will be prevented from taking part in a visit if a contribution is not forthcoming or is insufficient to cover the individual cost for that student.

Where contributions are made in excess of requested sums, surplus money will be returned to parents if the amount exceeds £10 per student; if the amount is less than £10 per student, the money will be retained in the School Fund.

There is a range of activities which the School may wish to arrange as "optional extras".

The majority of these extras are activities which will have to be self-supporting. Items which can be included in the charge to be made to parents include:-

- i) a pupil's travel costs;
- ii) a pupil's board and lodging costs;
- iii) materials, books, instruments and other equipment;
- iv) non-teaching staff costs;
- v) entrance fees to museums, castles, theatres, etc;
- vi) insurance costs;
- vii) the cost of cover for teachers accompanying the activity;
- viii) the cost of engaging a teacher, specifically for the activity.

## **7. Lockers**

The school can provide lockers for students. An annual charge will be made for the rental of such lockers along with charges for replacement keys and/or locks where necessary.

## **General Notes**

- i) It should be noted that although no charge can be made for books and equipment for use in connection with education provided during school hours, clothing is specifically excluded by current legislation. Parents can therefore be asked to provide their children with appropriate items such as cooking aprons or football boots.
- ii) Nothing in the current legislation, or in this policy, prevents parents being invited to make voluntary contributions towards the costs of providing activities both within and outside school hours, provided that such contributions are genuinely voluntary, and that any request for contributions makes it clear:
  - a) that there is no obligation to contribute; and
  - b) that pupils will not be treated differently according to whether or not their parents make such a contribution.

## **Remissions**

At the discretion of the Governing Body, any of the above charges may be remitted in whole or part to parents in receipt of qualifying means-tested benefits such as Income Support, Income Related Employment and Support Allowance, Child Tax Credit at the maximum rate or whose income is assessed at the level equivalent to qualify for these benefits. In these circumstances, applications should be made to the Business Manager and will be treated in confidence.