

CASTLE ROCK HIGH SCHOOL – A SPECIALIST SPORTS COLLEGE



Charging and Remissions Policy

Reviewed	November 2017
Approved by Governors	07 th December 2017
Governing Committee Approved	Full Governors
Signed (Chair of Committee)	
To be Reviewed	September 2018

GENERAL STATEMENT OF POLICY

The Governing Body of Castle Rock High School acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupils' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Under the terms of the Education Act 1996, the Governing Body of Castle Rock High School must have a policy on charging students to participate in school activities. By law, school governing bodies, subject to the limitations provided in this document, cannot charge for education provided during school hours. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.

LEGAL POSITION

Under the terms of the Education Act 1996, the Governing Body of Castle Rock High School must have a policy on charging students to participate in school activities.

School governing bodies and local authorities cannot charge for:

- an admission application to any state funded school;
- education provided during school hours (including the supply and use of any materials, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the students is being prepared for the re-sit(s) at the school.

School governing bodies and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- community facilities

Charges may be made for some activities known as ‘**optional extras**’. Where an optional extra is provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided outside of school time that is not:- part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examinations(s) at the school.
- transport that is not required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education.
- board and lodging for a student on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school club and supervised homework sessions)

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra (this includes supply teachers)
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not exceed the actual cost of the providing the optional extra activity.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

VOLUNTARY CONTRIBUTIONS

We may ask for voluntary contributions towards school activities. If an activity cannot be funded without voluntary contributions we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents to make a contribution and notify regarding available assistance.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

OVERVIEW OF ACTIVITIES & ASSOCIATED CHARGING POLICY

As a result of the above guidance, the Governors have agreed the following charging policy:

Admissions – no charge shall be made in respect of admission.

Provision of education – no charge shall be made in relation to the education of registered student where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum.

Musical Instrument tuition – When personal music tuition is requested by a parent/carer a charge will be made. The tuition will be provided either individually or for a group of not more than four students provided that the tuition is provided at the request of the student's parent/carer. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus. Tuition will also be provided free of charge for any student who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Practical subject charge – charges may be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students and to only allow those that have paid to take work home. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Curriculum Leader.

Visits during the school day – A voluntary contribution request will be made to cover the cost of educational visits and other activities. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation.

Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

Public examinations – No charge shall be made in respect of the entry of a registered pupil at the School. Charges are applied for the entry of a student for an examination and re-sit for which he/she has not been prepared by the school.

Examination remarks – If a parent requests a remark and the request is not supported by the school the parent will be required to pay for the remark. If the remark subsequently results in an increased grade, the fee will be refunded to the parent.

Examination certificates – if a parent has been given the opportunity to confirm personal details for exam certificates, but has failed to respond to the school to correct any errors, any subsequent correction and reprinting of exam certificates will be charged to the parent.

Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the student and may be taken off the premises.

School Locker Keys – Students who misplace their locker key will be required to pay £2.75 for a replacement.

RESIDENTIAL VISITS

We will not charge for:-

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying students on visits.

We may charge for:-

- Board and lodgings – but the charge will not exceed the actual cost

Parents will be exempt or receive reductions from board and lodgings costs if they can prove that they are in receipt of one or more of the following benefits.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

EDUCATIONAL PARTLY DURING SCHOOL HOURS

Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional.

Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public

examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

All parents will be informed of the right to claim a minimum of free board and lodging if they are receiving particular benefits (see Remissions section below). A voluntary contribution will be requested for the balance of the costs.

REMISSION OF PARENT/STUDENT CHARGES

According to guidance correct as of November 2014, parents in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential trips deemed to take place during school hours*. However this does not apply for trips that take place outside of school hours.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The school will follow the latest DfE guidance in the event that the above list of eligible benefits changes.

The above list of benefits is in line with the eligibility for Free School Meals, therefore reference to the free school meals list will be made in order to validate claims.

The Governors acknowledge that on occasion, a family may be experiencing short term financial difficulties but is not in receipt of Free School Meals. Families in this situation should contact the school if they are struggling to fund the cost of a trip and the school will review if they are able to provide any financial assistance towards the costs.

If a parent wishes to claim remission of charges, they should contact the Business Manager who will confirm eligibility and the total remission provided.

*If less than 50% of the time spent on an activity occurs during school hours, it is deemed as outside of school hours. School hours do not include break times, therefore classed at 5.25 hours per day.