



# Charging & Remissions Policy

UPDATED	June 2021
AUTHOR	Caroline Spence
DOCUMENT OWNER	Caroline Spence
VERSION No	5.0
NEXT REVIEW	May 2022
REVIEWED BY	Finance Committee

**Updates 2021—22**

Timings of the school day which reflect COVID-19 restrictions and are subject to change depending on PHE and DofE advice

**2019 -2021 no changes.**

**Updates 2017-18**

Update of eligible benefits

**Updates 2016-17**

**Admissions:** - No charge will be made for admission.

**School meals**

No charge will be made for students entitled to Free School Meals an amount determined by the contractor or the Governing Body of the school, as appropriate.

**Updates 2015-16**

Addition of the following benefit entitlement:

- Universal Credit in prescribed circumstances

(This policy references benefit entitlements listed in the DfE Charging for School Activities Departmental advice for governing bodies, school leaders, school staff and local authorities October 2014)

- The cost of transport can be calculated as a cost of the trip if it forms part of the voluntary contribution.
- Council for Learning outside the Classroom – Charging Policy page 3 paragraph 2
- Flowchart taken from the Council for Learning outside the Classroom Charging Policy – page 5

**Updates 2014-15**

- References to DCSF changed to DfE (2014-15)
- Annual income level amended for remission amended to £16,190 (latest figure provided by DfE 2013/14)

## **Introduction**

Park High School acknowledges the importance of Educational Visits and fully support and encourage visits to take place throughout the academic year.

The Governing Body recognises that there is no statutory requirement to charge for any form of education or related activity and that charging is prohibited, except in certain circumstances. The Governing Body also recognises that we cannot continue without asking for voluntary contributions from parents/carers in certain circumstances.

## **Admissions**

- No charge will be made for admission.

## **School meals**

- No charge will be made for students entitled to Free School Meals.
- We will charge all students, not entitled to Free School Meals, an amount determined by the contractor or the Governing Body of the school, as appropriate.

## **Responsibilities**

The Governing Body and Headteacher will ensure that staff are familiar with and correctly apply the policy. When planning activities that incur costs to the school and or charges to those with parental responsibility, the principles of 'best value' will be observed by members of staff. The Governing Body will review the policy annually.

## **Policy Statement**

All activities that are a necessary part of the National Curriculum and all activities which take place during the school day\* and which form part of the approved examination syllabus being followed by students at Park High School (except Instrumental Tuition – see below) will be provided free of charge. (*\* The school day is defined as all activities that take place in either the morning or afternoon sessions. The morning session is from 8.30am until 12.20 and the afternoon session is from 13.10pm until 15.10*). The only exceptions to this are:

## **Instrumental Tuition**

Music tuition, whether group or individual, will be free, whether it is provided during or outside school hours, **if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.**

No charge will be made for group activities e.g. school choirs, bands or orchestras, which take place during school hours.

A charge will be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a pupil is given the tuition. The charge can include:

- the cost of the teacher
- the costs of sheet music
- the hire and insurance of a musical instrument.

Parents are asked to make an annual commitment in advance to tuition. Parents will be required to terminate music tuition at least one term in advance and in writing to the Head of Music. Should a pupil decide not to attend tuition at any time during a term period, no reimbursement of fees will be given. Tuition will be cancelled if payment is not received in advance. However, parents will still be liable for settling any outstanding amounts.

The school reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the Head of Music, the instrumental teachers and parents/carers.

## **Examinations**

There will be no charge for these fees except in certain unusual circumstances e.g.:

- the examination is on the set list, but the student was not prepared for it at Park High School.
- the examination is not on the set list but Park High School arranged for the student to take it.
- a student fails without good reason to complete the requirements of any public examination where the school originally paid or agreed to pay for the entry fee.

## **Residential Activities**

Charges are made for transport to and from residential activities and will also be made to cover costs (eg. board and lodging) when the number of school sessions missed by students, total half or more of the number of half-days taken up by the residential activity, except from those with parental responsibility who are in receipt of the following eligible 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

'Children Looked After' (CLA) students can usually have the cost of an educational activity costing in excess of £100 paid for by Social Services.

## **Voluntary Contributions**

Voluntary contributions may be requested to enable extra activities, which are deemed educationally desirable or essential, to take place. In all cases where voluntary contributions are requested, parents will be told the amount in advance. These contributions are voluntary and there is no obligation to contribute. Pupils will be treated the same whether or not their parents have contributed and no pupil will be excluded from an activity simply because the parent is unwilling or unable to pay. However, activities funded by voluntary contributions rely on parents and carers contributions. If there are not enough voluntary contributions received, then the activity will be cancelled.

## **Printing charges:**

A charge may be required for photocopying and/or printing which is not required by a member of staff. All students are given £3 printing credit at the beginning of the academic year.

## **School Mini-bus**

Travel in the school minibus is free.

## **Damage to School Property**

Those with parental responsibility will be asked to pay for any damage of school property resulting from a student's misbehaviour.

## **Calculating charges**

When charges are made for any activity covered by this policy, they will be based upon costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who cannot or will not pay.

## **Remissions and Concessions**

Support for cases of genuine hardship will be considered. Those who qualify for support, are those who are in receipt of eligible benefits (please see above).

The school will consider requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

