



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

CHARGING AND REMISSIONS POLICY

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Committee: Finance, HR and Operations
Audience: Staff, Governors, Students and Parents/Carers
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This policy is available on our website or hard copies are available from the school office.



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Sir Thomas Boteler Church of England High School

Charging and Remissions Policy

The charging and remission policy has been written in line with the Department for Education guidelines 'Charging for school activities' November 2013 and in accordance with Section 457 of the Education Act, 1996. This policy details those activities for which the school proposes to make charges and sets out circumstances in which they propose to remit charges which would be otherwise payable under the charging policy.

1. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from the parent/carer of that student.

There **is a charge** for the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (**see Optional extras under section 3**)

2. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (**section 6**).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent/carer wishes the student to keep (the cost will be made clear to the parent/carer before charge) including revision guides, materials for art, design and technology and the provision of ingredients for food technology.
- optional extras (**section 3**).
- music or vocal tuition (**section 6**).

3. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools.
- part of the syllabus for a public examination that the student is being prepared for by the school.
- part of the school's basic curriculum for Religious Education.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum.
 - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
 - c) part of Religious Education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school

- transport that is not taking the student to school or to other premises where the local authority or Governing Body has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit.

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be reviewed annually by the Headteacher on the recommendation of the Finance Committee. The charges, as and when determined, will be published on the school's website, newsletter and in the school handbook.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (**section 10**).

When 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.
- support staff.
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to pay the charges. The school will need to have parental/carer agreement before organising the provision of an optional extra where charges will be made.

4. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 2**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 3**.

5. Residential activities

Our school 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of Religious Education.

- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.
- travel costs where the residential activity is classed as being within school hours.
- residential activities that take place during school hours.

Our school will charge for:

Board and Lodgings

When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents/carers who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 3**).

6. Music tuition within school hours

Sir Thomas Boteler Church of England High School follows government legislation that states that all education provided during school hours must be free; however, music tuition is an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

7. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

8. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support.
- Income based Job-seekers Allowance.
- Child Tax Credit (where the person is not receiving Working Tax Credit as well).
- Support under part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Income related employment and support allowance.
- Universal Credit.

Students of families who receive these payments are also entitled to free school meals. Parents/carers whose students are entitled to free school meals are able to use their vouchers to make payments for chargeable items. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Governing Body and Headteacher.

9. Voluntary contributions

Sir Thomas Boteler Church of England High School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

10. Inability or unwillingness to pay

Sir Thomas Boteler Church of England High School is committed to ensuring fair access and treatment of all students, and this means ensuring that no student is excluded from an activity because the parents or carers of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the student or parents/carers of the student who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.