



HIGHFIELDS SCHOOL

CHARGING & REMISSIONS POLICY 2018

Policy on charging for and remissions for School Activities:

Highfields School believes that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

This policy identifies activities for which:

- **Charges will not be made**
- **Charges will be made**
- **Charges may be waived**

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

As per the 1996 Education Act and DCSF guidelines 2009, the school will apply the following:

- *If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.*
- *No child will be excluded from an activity because parents are unable to pay.*
- *If insufficient contributions are raised, the trip or activity may have to be cancelled.*
- *If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.*

1 No Charges will be made for:

- a) Education provided during school hours (including the supply of any materials books, instruments or other equipment);
- b) 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education;
- c) Tuition for students learning to play musical instruments (or singing) if the tuition is required as 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;
- d) Entry for a prescribed public examination, if the student has been prepared for it at the school*;
- e) Examination re-sit(s)* if the student is being prepared for the re-sit(s) at the school;
- f) Education provided on any trip that takes place during school hours;
- g) Education provided on any trip 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 the school's basic curriculum for religious education;
- h) Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- i) Transport provided in connection with an education trip.

**If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will be made*

Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

c) Music tuition

Music tuition for individuals or groups of 4 students.

d) Public examinations

- a. The headteacher has the delegated responsibility to decide whether students are entered into particular examinations.
- b. The headteacher has the authority to charge for examination entries in certain circumstances
- c. The headteacher is authorised to request payment for wasted examination fees.

e) Loss and damage to school property

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 costs of repair or replacement.

3 Residential Visits

When any trip is arranged parents will be notified of the policy for allocating places.

Is a residential trip in or out of school time?

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

- **Example 1: Visit during school hours**

Students are away from noon on Wednesday to 9:00 p.m. on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

- **Example 2: Visit outside school hours**

Students are away from school from noon on Thursday until 9:00 p.m. on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

4 It is the policy of Highfields School that charges will (or may) be made as indicated below.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per student) of provision.

Activity or item which will or may be charged for	Notes	Remitted or help available Yes/No
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	e.g. food ingredients, containers to take food home, revision books etc, materials for models etc.	No
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual student or groups of up to four students.	No
Charges will/may be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Remission for category A (see below)
Prescribed Public Examinations Re-sits	The registered student has not been prepared by the school. Wasted examination entry fees, i.e. non attendance. Where no further preparation has been provided by the school.	No No No
Charges will/may be made for optional visits wholly or mainly outside school hours.		No
Charges will/may be made for transport that is not required to take the student to school or to other premises where LA / Governing Body have arranged for the student to be provided with education.		No

Remissions

In order to remove financial barriers from disadvantaged students, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

- a) Students who attract Pupil Premium funding or who are in receipt of the Sixth Form Bursary.

- b) Parents in receipt of:
 - Income Support
 - Income-based Jobseekers Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £14,155 Guaranteed State Pension.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against students from families on lower incomes and we will avoid that method of selection.

Approved at Governors FPR&P Committee
Review – October 2021