



Statement of Policy on Charging and Remissions

Charging and Remissions

1. During School Hours

Parents may be expected to pay for:-

- i. Individual music tuition, except where it is provided:
 - a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
 - b) specifically to fulfil statutory duties relating to the National Curriculum
- ii. The board and lodging element of all residential trips and visits, except in the case of students whose parents are in receipt of income support or family credit.
- iii. The cost of transport direct from home to an activity sanctioned, though not provided by the LA or school, such as work experience
- iv. The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product

2. Outside School Hours

Charges may be made for 'Optional Extras' defined as:

- i. falling wholly or mainly outside of school hours
- ii. activities not provided
 - a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
 - b) specifically to fulfil statutory duties relating to the National Curriculum; or
 - c) specifically to fulfil statutory duties relating to religious education; providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

NOTE: The terms of 1(ii) above do not prohibit charging for board and lodging except where parents are in receipt of income support or family credit.

The charges may include an element for:-

- d) a student's travel costs;
- e) a student's board and lodging costs, except where the parents are in receipt of income support or family credit and the activity falls within 2 (ii) above;
- f) materials, books, instruments and other equipment;
- g) non-teaching staff costs;
- h) entrance fees to museums, castles, theatres etc;
- i) insurance costs;
- j) the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, provided that, if the LEA or governors employ them, they are:
 - i. employed to provide individual music tuition; or
 - ii. engaged on a separate contract for services to provide the optional extra.

The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual students may not:-

- k) exceed the actual cost of providing the optional extra activity divided by the number of students willing to participate;
- l) include an element of subsidy for students whose parents wish them to participate but are unwilling or unable to pay; and
- m) include the cost of alternative provision for more students, who do not wish to participate, where a small part of the activity takes place in school hours.

3. Voluntary Contributions

The school or LA may seek voluntary contributions from parents including a subsidy for low income families and the cost of travel for accompanying teachers for any school activity but:-

- i. such contributions are genuinely voluntary;
- ii. students will not be treated differently according to whether parents have made a contribution;
- iii. parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought, nor any restriction on the use made of them.

4. Public Examinations

No entry charge may be made in any circumstances for students prepared by the school for prescribed public examinations named in Regulations to be made by the Secretary of State.

A charge may only be made:-

- i. for public examinations not so prescribed;
- ii. where parents ask for a re-scrutiny of results;
- iii. where a Governing Body agreed to enter a student for a prescribed examination for which the student has not been prepared by the school;
- iv. where a student fails without good reason to complete the examination requirements for any public examination;
- v. for any costs associated with preparing a student for a non-prescribed examination if this preparation takes place outside school hours and provided that:-
 - a) the charge does not exceed the actual cost;
 - b) no element is included which is attributable to the school's teaching staff costs unless those staff have been specifically engaged under contracts for this purpose

Governing Bodies are under a duty to enter students for a prescribed public examination for which the student has been prepared by the school, but they may decline entry where, in their opinion, there are educational reasons for not doing so. The LEA may not override the Governors' decision on whether or not to enter a student. Governing Bodies are not required to enter a student for more than one examination where the preparation provided by the school would enable the student to take two or more alternative examinations in syllabuses for prescribed public examinations.

5. Remissions Policy

The statutory minimum must provide for complete remission of board and lodging charges to students whose parents receive income support or family credit if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses, or duties relating to the National Curriculum, or duties relating to Religious Studies.

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