

# Southend High School for Boys

## Charging and Remissions Policy

This policy has been informed by the relevant statutory provisions set out in the DfE Guidance 'Charging for School Activities' (Oct 2014)

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged an amount decided by the school's appointed caterers.

### 3. Public examinations

There is no charge for examinations, or required re-sits, which are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails, without good reason, to meet an examination requirement, the school may recover the fee incurred from that pupil's parents.

The full cost of voluntary re-sits may be charged to parents.

Where a parent asks for an examination result to be scrutinised or re-marked, any charge made by the examining board for this service will be passed on to parents.

### 4. Optional extras

The school may 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 pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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

- any materials, entrance fees, travel costs, insurance costs, pupils' board & lodging costs, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged 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 choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **5. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition (**section 9**).

There is generally no charge for transport during school hours to school-organised activities. However, where a student makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided, by the school, then parents will be expected to meet the costs of such travel.

### **We may charge for:**

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras
- music or vocal tuition (**section 9**).

## **6. 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
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## 7. 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 5**.

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 pupils who do not wish to participate. In this case the charging of the activity will be the same as is outlined in **section 6**.

Travelling time is included in time spent on activity.

## 8. Residential activities

### The 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 pupil is being prepared for at the school, or part of religious education
- staffing costs associated with providing activities for those not participating in the trip
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### The school will charge for:

#### Board and lodging

Where any visit has been organised by the school where there may be a cost for board and lodging, parents 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 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 pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 6**).

If the number of school sessions taken up by the residential 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). A 'half day' means any period of 12 hours ending with noon or midnight on any day. For example, if students are away from noon on Wednesday to 9 pm on Sunday, this counts as 9 half-days including 5 school sessions, so the visit is deemed to have taken place during school hours.

## 9. Refunds

The school aims to run cost-neutral journeys and visits. The school does not calculate prices per pupil with the intention of creating a profit or incurring a deficit.

At the end of each journey or visit, the surplus or deficit will be calculated from the journey book or visit sheet and confirmed against the ledger records.

If the journey or visit makes a surplus, where the sums involved per pupil exceeds 5% or more of the contribution per head (or proportionate amount where full per head costs are not paid), parents or guardians will be offered a refund, but only if this exceeds the minimum amount of £5.00

Surpluses will then be reimbursed in round amounts only, for example £5.00 not £5.29.

The school may ask for parental permission in advance of each school visit or journey to treat any surplus as a contribution to the school fund where this would exceed £5.00 or 5% of the contribution per head.

Any refunds will be made as soon as possible after the visit, either to pupils or parents by cheque or cash against signed receipts; alternatively if payment was made online an online refund will be given.

## 10. Music tuition within school hours

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are 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 pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil 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 public examination syllabus being followed by the student. However, the school does levy a refundable deposit for those students; the deposit will be refunded on a pro-rata basis according to the student's attendance at their lessons.

The school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care.

## 11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent 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 pupil, 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.

## **12. 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

Children of families who receive these payments are also entitled to free school meals. Parents 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 pupils, and this will be determined by the governing body and Headteacher.

## **13. Voluntary contributions**

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich the pupils' education.

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

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

## **14. Inability or unwillingness to pay**

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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