

Highfurlong School

'Inspire, Challenge, Believe'



Charging and Remissions Policy

Current version/Level:	Version 3/ Level 4
Created by:	Lisa Tupman
Created on:	October 2021
Next Review Date:	November 2024
Previous review dates:	January 2016 (RS) February 2019 (LT) October 2022 (LT) October 2023 (LT)
Adopted by governors on:	13.11.23



Highfurlong School

'Inspire, Challenge, Believe'



Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities and trips can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

Charging Policy

There will be no charge for the following activities:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated



Highfurlong School 'Inspire, Challenge, Believe'



- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Voluntary Contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- additional hydrotherapy sessions
- extracurricular activities
- class trips

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

Chargeable Activities

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school;

- **Activities outside school hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost



Highfurlong School
'Inspire, Challenge, Believe'



of board, lodging and travel costs (subject to statutory exceptions), the cost will not exceed the actual cost of provision. There may be occasions where these activities are subsidised by the school dependent on funding strands.

- **Breakages**

In case of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

- **Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.



Highfurlong School
'Inspire, Challenge, Believe'



Remissions

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)

Charges for other "chargeable activities" may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

All staff must ensure that the wording of any letters sent home to parents is within the law. All staff should familiarise themselves with the law regarding charges