

# **Whickham School and Sports College**



## **Charging and Remission Policy**



## CHARGING AND REMISSION POLICY

### Purpose:

The purpose of this policy is to determine the policy on charging and remission for school activities and school visits at Whickham School & Sports College. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities. This policy reflects the terms of the Education Act 1996.

### Details of Policy:

Charges **are not** made for:

- admission to the School
- education that takes place during officially recognised School hours (but see below)
- activities relating specifically to the School Curriculum
- entrance fees for prescribed examinations
- re-sit examination that are supported and recommended by the school
- where there are a large number of candidates with results that are unsatisfactory in a specific subject, and the Headteacher supports the request, the School will pay for an appeal.
- transport costs during School hours (but see 'Voluntary Contributions')
- School equipment, materials, facilities, etc.
- activities or visits taking place wholly or mainly during School hours (i.e. at least 50% during School time) that are directly related to the delivery of the curriculum and which are compulsory.
- education which relates to:
  - syllabuses for prescribed examinations
  - the implementation of the Curriculum
  - Religious Education
  - musical tuition if it forms part of the curriculum or a prescribed syllabus

Charges **are** made for:

- optional activities which take place wholly or mainly during school hours that are not directly curriculum related and which are based on parental choice.
- optional extra activities which take place wholly or mainly outside School hours (i.e. at least 50% outside School time) and which are based on parental choice
- wilful damage to School property, equipment or furniture
- lost or damaged text or exercise books
- ingredients and materials for subjects such as DT and Food Technology where parents have indicated a wish to own the finished product (payment could be in kind)
- the recovery of examination fees where the student fails, without good reason/medical certificate, to complete the examination requirements for any public examination for which the School has paid an entry fee

- examinations for which a pupil has not been prepared in School or during School hours
- examination entries where there is a request from the parent for additional subject entries to be made which are not supported by the School (these include re-sit examinations not supported by the school)
- where amendments to examination entries are necessary after the deadline rule (NB. The Examinations Officer is responsible for any administration necessary to prevent a similar recurrence)
- board and lodgings on residential visits
- individual appeals by one candidate to the Board based on parental requests – payment must be made before the appeal is lodged
- individual music tuition (instrumental and vocal) for which there is a parental/guardian agreement and where it does not form part of the curriculum or part of the syllabus for a prescribed examination

## Residential Visits

Charges for visits outside School hours (i.e. more than 50% of the time) can include:

- travel costs
- board and lodgings
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, theatres, castles, etc
- insurance costs

In certain circumstances the cost of board and camp lodgings may be subsidised by accessing pupil premium funding. These 'out of School' visits are not a matter for Governors' financial control; they come within the control of the Headteacher and the organising staff.

Visits during School hours (i.e. more than 50% of the time) cannot include:

- charge for education provided
- charge for travel
- charges may be made for board and lodgings (see above)

## Remission of Charges

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing body will remit in full the cost of any activity that is directly related to the curriculum which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

Pupil Premium funding will be the main source of funding to support remission of charges.

## Voluntary Contributions

These may be requested for any activity, whether during or outside School hours, residential or non-residential

- there is no restriction placed on the use which can be made of such contributions
- there will be no obligation to contribute
- students will not be treated differently according to whether or not their parents have contributed
- If an activity/visit etc cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place.

## School Minibuses

The school has a permit issued under Section 19 of the Transport Act 1985 and may charge for transport. Any charges made will be used to recover the cost of running the vehicle.

This policy will be kept under review and parents/guardians will be informed in writing of any changes as and when they are made.

## Related policies

Lettings