# CHARGING AND REMISSION POLICY

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## 1. Aims

Oaks Park High School aims to:

- Have robust and clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Legislation and guidance

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

It's also based on guidance from the DfE on statutory policies for schools and academy trusts

## 3. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the finance committee

### 4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding

the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 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 student's parent/carer
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

### 5.2 Transport

- Transporting registered students to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 5.3 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, covering for teachers who are absent from school, accompanying students on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school **and** the student fails, without good reason, to meet any examination requirement for a syllabus

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing any materials, books, instruments or equipment that enable the activity to be conducted. The following are some examples of optional extras:

- Education provided outside of school time that is not part of:
    - The National Curriculum
    - A syllabus for a prescribed public examination that the student is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the LA or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit (See Section 8.1)
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

*This list of activities is subject to amendment but any charges required will be based on the criteria for what we can charge for in section 6.1.*

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

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

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

Any charge will not include an element of subsidy for any other student who wishes to take part in the activity but whose parents/carers 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 students who do not wish to participate.

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

## 6.3 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/carer.

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 student who is looked after by a local authority

### 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include: School trips and sports activities.

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

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

## 8. Activities we charge for

The school will charge for the following activities:

### 8.1 SCHOOL TRIPS

Residential and Day trips that do not form part of the national curriculum syllabus but are available as an optional extra will be charged for. Charges will be made for the full cost of the activity and the full payment must be received prior to the activity for the student to take part.

#### 8.1.1 Day Trips

The education provided during school hours is free; therefore, no charge will be levied in respect of any visit which takes place during school hours. However a voluntary contribution will be levied to offset costs including travel; entrance fees; supply; photocopying; administration, etc. The visit may need to be cancelled if there are insufficient voluntary contributions to cover the total cost of the visit. Full payment will be required at least one week prior to the departure date.

#### 8.1.2 Residential Trips – Essential

For residential trips that are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. This will not exceed the actual cost of the provision.

#### 8.1.3 Residential Trips - Non-Essential

For residential trips that are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations and which take place wholly or mainly outside school hours, then it is regarded as an “optional extra”. A charge will be required for the full cost of the activity but must not exceed the actual cost of providing all aspects of the activity. The charge will include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. Deposits for non essential trips are non refundable, except in exceptional circumstances, at the discretion of the Headteacher.

### 8.2 EXAMINATION ENTRIES

A charge will be levied:

- for examination entries where the school has not prepared the student for the examination;
- where the school considers that for educational reasons the pupil should not be entered;

- where a student fails, without good reason, to complete the requirements of any public examination where the school has paid or agreed to pay the entry fee;
- where a student wishes to re-sit a whole examination or a module for which the school has paid the initial entry fee.

The charge levied in respect of the above will be the cost of the examination entry plus an administration fee (£25.00) to cover necessary expenses.

### 8.3 MATERIALS & TEXTBOOKS

Where a student or parent/carer wishes to retain items produced as a result of Art, Food or Design and Technology, a charge will be levied for the cost of the materials used. In addition, a charge may be levied for the cost of certain ingredients and materials.Textbooks are provided free of charge for use whilst in lessons in school. If a student or their parent/carer wishes to own a textbook or have additional revision guides to use at home a charge is made. Texts that require annotation in English Literature and are therefore owned by the students are also chargeable.

### 8.4 DAMAGE/LOSS TO PROPERTY

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials); the charge to be the cost of replacement/ repair or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been recharged to the school; the charge to be the cost of replacement/ repair or such lower cost as the Headteacher may decide.

Where accidental damage to school property occurs, parents/carers will be requested to make a voluntary contribution to the school.

### 8.5 SIXTH FORM ENROLMENT

To complete the enrollment process for Sixth Form, a non-refundable enrollment fee is required.A reduced fee is in place for students entitled to Free School meals. This fee covers the cost of issuing each student a personal Chromebook at the start of Year 12, which they keep and own. Additionally, the fee helps fund induction activities and materials provided to students which they will own during this period. If there are any reasons for non-payment, these must be documented and submitted to the Sixth Form enrollment team by the 31st August for consideration.

*This list is subject to amendment but any other charges required will be based on the criteria for what we can charge for in section 6.1.*

## 9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

Where non-chargeable education is provided during an essential residential visit, then the parents of a student who is eligible for Pupil Premium shall receive a partial remission of any charges that would otherwise be payable in respect of board or lodgings.

## 10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Resources Committee.