

# HARROGATE HIGH SCHOOL

<b>Adopted:</b>	<b>24 Nov 2015</b>
<b>Updated:</b>	<b>3 May 2016</b>
<b>Next review:</b>	<b>Nov 2017</b>

## School Charges and Remissions Policy

### Statement of Intent

Harrogate High School is committed to ensuring equal opportunities for all students, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

## 1. Legal framework

1.1. This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governors' Handbook'
- Our academy's funding agreement

## 2. Charging for education

2.1. We will not charge parents/carers for:

- Admission applications.
- Education provided during school hours.

- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the student's parents/carers.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Examination re-sits, if the student is being prepared for the re-sits at the school.

2.2. We may charge parents/carers for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

2.3 The Local Governing Body is responsible for determining the content of the policy and the principle for implementation subject to directors' approval. Any determinations with respect to individual parents/carers will be considered jointly by the Executive Principal and Governing Body.

### **3. Optional extras**

3.1. We may charge parents/carers for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
  - Religious education.
- Examination entry fees where the student has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the student to be provided with education
- Board and lodging for a student on a residential visit
- Extended day services offered to students

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff

- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating students. We will not charge a subsidy for any students wishing to participate but whose parents/carers are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.
- 3.5. The school may charge for materials or ingredients (including food) used in design technology lessons where students will take the finished product home. Where small amounts of material are used, a small contribution may be invited in order that the student may retain the finished articles. Where a student embarks on a large and expensive item, parents/carers will be invited to purchase the materials in order that the article may be made. Such an indication of intent will be identified by letter to parents/carers with a return signature and remissions will be considered as described below.

## **4. Examination fees**

- 4.1. We may charge for examination fees if:
- The examination is on the prescribed list (which includes GCSEs and A levels), but the student was not prepared for it at the school.
  - The examination is not on the prescribed list, but the school arranged for the student to take it.
  - A student fails, without good reason, to complete the requirements of any public examination where the school originally paid or agreed to pay the fee.

## **5. Examination re-sits**

- 5.1. Where a student is entered for a second or subsequent attempt at an examination, we will pay the fee if the student is being prepared for the re-sit at the school during their regular timetabled lessons. Once students have left the school, re-sits must be taken at the school.
- 5.2. If a student or their parents/carers consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents/carers. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/student will have their fees refunded.

## **6. Voluntary contributions**

- 6.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.
- 6.2. No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 6.3. We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.

## **7. Music tuition**

- 7.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the student's parents/carers.
- 7.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **8. Transport**

- 8.1. We will not charge for:
  - Transporting registered students to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered students to other premises where the governing body or LA has arranged for students to be educated.
  - Transporting students to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided for an educational visit.
- 8.2. The school may charge for:
  - Any other transport. This is a permitted optional extra.

## **9. Residential visits**

- 9.1. We 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, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
  - Supply teachers to cover for teachers accompanying students on visits.
- 9.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 9.3. Parents/carers will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance

## 10. Education partly during school hours

- 10.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 10.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- 10.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 10.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 10.5. Any charges for extended day services will be optional.

## 11. Damaged or lost items

- 11.1. The school may charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## **12. Remissions Policy**

- 12.1 The Governing Body wishes all students to enjoy the wide range of activities available at the school and may apply remission of any of the above charges at their discretion and in accordance with the Education Act 1996.
- 12.2 At the discretion of the Governing Body, full remission of any of the above charges may be granted to students whose parents/carers are in receipt of the following benefits:
- Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance
- 12.3 The Governing Body of the school are able to decide upon individual cases, including those not covered by this Policy, when and if they arise, depending upon merit.

## **13. Debts**

- 13.1 The school is often owed money by parents/carers who have chosen to take up the offer of an optional extra, such as a music lesson or trip, whose son/daughter has borrowed money for lunch because their account has not been topped up or who have failed to inform us that they are no longer entitled to free school meals and have continued to take them. There is no entitlement to have these debts paid by the school and they incur considerable costs for the school in trying to recover the money.
- 13.2 Where a student or their parents/carers are in debt to the school by more than £4.00, that debt must be paid off before any more money can be spent with the school. This means that the student will only be allowed to take up optional extras that are charged for (non-curriculum trips, end-of-year prom, social events etc.) once the debt is repaid. In addition, no further borrowing will be allowed until the debt is repaid.