



# Queen's Croft High School

# CHARGING AND REMISSIONS POLICY

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## 1. INTRODUCTION

### Purpose and Background

Queen's Croft High School wishes to make a broad programme of activities accessible to as many students as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school's budget. It also defines other circumstances when the school may wish to ask for voluntary contributions, how these charges will be worked out and who might qualify for help with the costs.

The policy is written to comply with the relevant terms of:

- The Education Act 1996;
- The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; and
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Charging for School Activities (DfE Departmental Advice, October 2014)

### Charging

No student should have his/her access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed in the following pages.

When charges are to be made the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families is prepared to pay for the activity to take place.

Parents may apply to the school for special consideration regarding financial support.

## 2. SUMMARY

### What Can and Cannot be Charged for

Queen's Croft High School **will not** charge for:

- the admission to the school;
- 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, 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;
- tuition for pupils learning to play musical instruments **if** the tuition is required as 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;
- 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;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational visit.

Queen's Croft High School may charge for:

- Materials and Equipment – any materials, books, instruments, or equipment, where the child's parent wish to own them;
- Optional Extras;
- Music and Vocal Tuition, in limited circumstances;
- Board and Lodging.

### **Voluntary Contributions**

Nothing in legislation prevents the School's Governing Body from asking for voluntary contributions for the benefit of the School or any School activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is **no obligation** to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. Queen's Croft will make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Queen's Croft will make it clear to parents at the outset what their policy for allocating places on school visits will be.

## **3. CHARGEABLE ACTIVITIES**

### **Material and Equipment**

Parents may be expected to provide materials, or be charged for materials where, the parents wish to own the end product, for example, ingredients and or materials for items produced during food technology, textiles, design technology and art classes. Also, should a parent wish to own the books or equipment, such as revision guides, text books and musical instruments, these items will be chargeable.

### **Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment.

Optional extras are:

- education provided **outside of school** time that is **not** part of:
  - a) the National Curriculum;
  - b) a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
  - c) religious education;
- examination entry fees and re-sits if the registered pupil has not been prepared for the examination at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra.

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. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. No charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

**Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.**

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Queen's Croft may charge for teaching 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 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, may be charged.

### **Board and Lodging**

Where a school activity requires pupils to spend nights away from home, the school may make a charge for board and lodging.

## **4. REMISSIONS**

### **Criteria for Exceptions**

No charge will be made for board and lodging in respect of students whose parents are receiving:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190;
- Guarantee element of Pension Credit.

Charges for other 'chargeable activities' may also be fully or partly remitted.