



# Hodge Hill Girls' School Charging and Remissions Policy

April 2018

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## Statement of intent

Hodge Hill Girls' School is committed to ensuring equal opportunities for all pupils, 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 practice this means every pupil will have an entitlement to benefit from all educational activities and to:-

- Participate fully in the national curriculum and examinations undertaken at HHGS
- Contribute to all aspects of school life; and contribute to and be a valued partner in the process of education

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

We aim:-

- To make all school activities accessible to all students regardless of family income
- To encourage and promote external activities which give value added to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and
- To respond to the wide variation in family income while not adding additional unexpected burdens to the school budget.


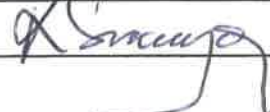
The budgeting process will assess:-

- The value of activities in relation to the needs / age of the pupils
- The cost of the activity set against its educational value
- How the activity will be paid for
- An assessment as to whether educational aims can be met in any other way
- Reference to additional or hidden costs, e.g. lunch money
- An assessment of local facilities

We promise:

- Not to charge for education necessary to the national curriculum and examination provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

 Headteacher  
 Chair of governors

Date: 30-4-18  
Date: 30-4-18

## 1. Legal framework

1.1. This policy will have consideration for, and be compliant 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 (2017) 'Governance Handbook'

## 2. Charging for education

2.1. We will not charge parents 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 pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras for practical subjects eg art and technology
- Music and vocational tuition
- Use of community facilities

## 3. Optional extras

3.1. We may charge parents 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 pupil is being prepared for at the school.
  - Statutory Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school

- Transport, other than that arranged by the LA for the pupil to be provided with education
  - Board and lodging for a pupil on a residential visit
  - Extended day services offered to pupils such as breakfast clubs, after school clubs
- 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 pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents 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.

#### **4. Examination fees & associated costs**

##### 4.1. We may charge for examination fees if:

- The examination is on the prescribed list (which includes GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the fee. Examples of which include:-
  - Poor attendance after the date of entry for the examination
  - Insufficient coursework completed after the date of entry
  - Controlled assessment schedule set not maintained
  - No medical note to support absence from an examination or part of an examination
  - Failing to wear the correct school uniform on the day of the exam resulting in the pupil being turned away

4.2. We may charge associated costs in some circumstances. Examples include:-

- Examination timetables / Statements of Entry are provided free of charge but if any additional copy is required for any reason a charge of £1 will be made to cover production costs and staff time
- Pupils names should appear correctly as stated on birth certificates on all documents including Admission Form, Data Checking Sheet and Statement of Entry. We ask parents to notify us of any changes to the information we hold as they occur. Failure to notify us will result in pupil names appearing incorrectly on certificates. The costs charged by the awarding body for amending the certificates will be payable by the pupil (current cost of amendments is in the region of £40 per certificate)

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

- 5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee, if the school feels that the re-sit is in the best educational interests of the pupil. Once pupils have left the school, re-sits must be taken at the school.
- 5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil 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 at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 6.2. No child will be excluded from an activity simply because their parents 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.

## **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 pupil's parents.
- 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 pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided for an educational visit.

## **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 pupil is being prepared for at the school, or part of religious education.
  - Supply teachers to cover for teachers accompanying pupils on visits.
- 9.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 9.3. Parents 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 pupil 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 for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## 12. Other costs

- Lockers – There is a charge of £10 (non returnable) for 5 years on entering Year 7. Lockers will be kept for 5 years and cannot be shared. Replacement keys can be purchased at a cost of £6 at current prices.
- Reports – There is a charge of £1 for additional copies of pupil reports to cover production costs and staff time
- Equipment – All parents are requested to supply their child with pens. Pencils, ruler, crayons or felt tips and a calculator.
- Centre Assessed Marks- Where an internal review is carried out a charge will be made according to staff time required to complete the review.



## **13. Remissions**

13.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

13.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

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

13.3. To request assistance, parents should contact the School Bursar via the School Office

## **14. Monitoring and review**

**14.1. This policy will be reviewed annually by the governing body.**