



**St Hugh's School**

## Charging and Remissions Policy

## **1. Introduction**

This policy has been formulated in accordance with the DfE advice on charging for school activities.

## **2. Aim**

The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

Sections 6, 7 and 8 cover education provided wholly or mainly during school hours; Section 10 covers charges for extended activities outside school hours, provided by or on behalf of the Governing body of St Hugh's School.

## **3. Legislation**

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

## **4. Definitions**

Extended use of the school premises is when schools open up their facilities either before, during or after the school day as well as during the school holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as students.

Commercial use is defined as school facilities being let to external organisations/groups on a profit basis.

Charge is defined as a fee for specifically defined activities.

Remission is defined as the cancellation of a charge which would normally be payable.

## **5. Responsibilities**

The Governing Body of St Hugh's School is responsible for determining the content of the policy and the Head Teacher for its implementation. Any decisions with respect to individual parents will be considered by the Head Teacher.

The Governing Body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The Governing Body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

Responsibility for approving the charging and remissions policy has been delegated to the Curriculum, Policy and Standards Committee.

## **6. Where charges cannot be made**

In line with DfE guidance, the Governing Body will not charge for any of the following:-

- a) education provided wholly or mainly during school hours (including the supply of any materials, books, instruments or other equipment);
- b) 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 students is being prepared for at the school, or part of religious education
- c) tuition for student 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
- d) entry for a prescribed public examination, if the student has been prepared for it at the school;
- e) examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- f) education provided on any trip that takes place wholly or mainly during school hours;
- g) education provided on any trip that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- h) supply teachers to cover for those teachers who are absent from the school accompanying students on a residential trip;
- i) transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport;
- j) transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- k) transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school;

- l) transport provided in connection with an educational trip that is wholly or mainly in school hours.

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## **7. Where charges can be made**

The Governing Body intend to make a charge in general for the following activities:-

- a) board and lodging on residential visits (not to exceed the costs incurred)
- b) the proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. staffing costs
  - iv. entrance fees
  - v. insurance costs
- c) vocal or instrumental tuition provided with individually or to groups of pupils, provided that the tuition is provided at the request of the parent
- d) re-sits for public examinations where no further preparation has been provided by the school
- e) costs of non-prescribed examinations where no further preparation has been provided by the school
- f) any other education, transport or examination fees unless charges are specifically prohibited
- g) breakages and replacements as a result of damages caused willfully or negligently by students
- h) extra-curricular activities and school clubs.

Alternative payment plans can be discussed and agreed with the parent/carer to assist them should the need arise.

## **8. Concessions**

Where a trip takes place wholly or mainly during school hours, students will, in addition to having a free school lunch entitlement possibly be entitled to concession of the charges if their parents/carers are in receipt of any of the following support payments

- a) Income Support;
- b) Income-based Jobseeker's Allowance;
- c) Income-related Employment and Support Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) The guaranteed element of Pension Credit
- f) Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- g) Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

- h) Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- i) Any other financial difficulty to be discussed with Head and exercised at their discretion.

A similar entitlement to concessions applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

## **9. Voluntary Contributions**

Where the school cannot levy charges and it is not possible to make additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. There is no obligation for parents to make any contribution and no child, will be excluded from an activity if their parents are unwilling/unable to pay. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Head Teacher and Governors may remit some charges in part or in full as reasonable, in particular individual circumstances.

## **10. Charges for Extended Activities**

- a) Charges are made for optional, extra activities provided outside of the school day, for example, theatre visits. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body. These fall under the following three broad categories:

*Educational activities:* Activities organised or commissioned by the school for the benefit of their own students such as a specific enrichment activity.

*Non-educational activities:* Extra-curricular activities organised by the school such as recreational activities for school students.

*Community programmes:* Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

- b) Charges are made for renting or leasing part of the school premises or use of school equipment.

A schedule of charges for individual activities currently provided on or around the site is available on request.

#### 11. Publication of Information

This policy will be included on the school website. A paper copy will be available on request.

#### 12. Review

In order to ensure that it reflects current best practice, this policy will be reviewed on an annual basis.

