

NEWPORT GIRLS' HIGH SCHOOL ACADEMY TRUST



Charging and Remissions Policy

Policy written by:	Mrs K Machin
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Next review due:	October 2023

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

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 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

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.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Finance Committee

In our school, monitoring the implementation of this policy has been delegated to the Headteacher.

4.2 The Headteacher

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

Our staff are responsible for:

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

4.4 Parents

Parents 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 the school 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 pupil's parent
- 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 on roll and being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5.3 Residential visits

- Education provided on any visit that takes place during school hours, unless the trip wholly supports a unit of work in the curriculum.
- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. This includes ready made revision materials and books.
- Optional extras (see below)
- Music tuition
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are 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 pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged 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 and supervised homework sessions

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

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 pupils who do not wish to participate.

Annual parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school 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.

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
- For a pupil 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 to fund activities during school hours which would not otherwise be possible.

The Governing Body would wish to try and ensure that the level of visits and activities established at the school continue but emphasises to parents that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The Governing Body note that parents are not debarred from making voluntary contributions in any situation including those in receipt of Income Support and Family Credit contributing towards the costs of board and lodging if they so wish.

The Governing Body also notes that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use to which such contributions may be put.

The Governing Body notes that the Education Reform Act prescribes:

- that no charge may be levied for school activities taking place or deemed to take place in school time;
- that voluntary contributions must be genuinely voluntary;
- that there is no obligation on parents to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that participation in all trips and visits is voluntary and notwithstanding the charging requirements parents have the right, for whatever other reasons, to choose that their children do not participate.

There is no obligation for parents to make any contribution. No child will be excluded from an activity, outlined in Section 5, if their parents 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 this school charges for

The Governors reserve the right to make charges where the law allows and as set out in Section 6 above.

Therefore, the Charging Policy for the Newport Girls' High School will be as follows:

- Charges to cover voluntary activities not wholly related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to Religious Education taking place out of school time.
- Fees for prescribed public examinations where the pupil has not been prepared by the school. This would include resits where no further preparation has been provided by the school and the pupil is not on roll.
- Fees for public examination marking reviews or clerical checks where it is requested by the individual pupil concerned. Any such fees must be paid in full before the request is processed with the Examination Board.
- Costs of additional materials used in craft subjects, subject to the parents having agreed in advance that they wish to own the finished product.
- Costs of Individual revision books and associated material, sourced by the school by provided by request or on recommendation.
- Necessary expenses inbuilt into the system to cover World Pay administration charges and additional insurance costs.
- Full cost of board and lodgings charges (trips) at any time. From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will also be informed when these occasions arise.
- Charges for the hire of any part of the school by external bodies.
- Individual instrument tuition not related to the National Curriculum or to prescribed public examinations. This will be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- Fees for individual specialised coaching for sporting or other activities.
- The Governing Body have instructed the Head to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to, or loss of, school property arising out of individual pupils' behaviour.

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

Pupils for whom the school receives pupil premium funding may be eligible for full or partial support to cover any costs involved. For more information please use the following link:

<https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance Manager.

At every review, the policy will be approved by Governing Body.