

Policy Essential Information

Title: Charging and Remissions Policy

Date Approved: 12th July 2018

Last Reviewed: June 2019

Next Review: June 2021

Status: Statutory

Delegation: Headteacher

Review Frequency: Every 3 Years (or more frequently if required as school grows to capacity)

Policy Locations: SharePoint

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| Version number: | 1 | | Target Audience: | All staff / governors / parents and carers |
| Date authorised: | July 2018 | | Reason for version change: | Change to school day timings, growing school |
| Date of next review: | July 2021 | | Name of owner: | Finance Director |

Charging and Remissions Policy

1. Introduction

Pinner High School acknowledges the immense value of educational visits to our young people. The school is also proud of its extensive extra-curricular activities. This policy aims to provide clarity over those visits and activities which the school will provide free of charge, and those for which there may be a charge.

In setting the Charging and Remissions Policy, the Governing Body has been informed by the statutory requirements of the 1996 Education Act and the DfE Guidance “Charging for School Activities”.

This policy complements the school’s policies on Equal Opportunities, and Educational Visits.

2. Responsibilities

The Governing Body and Headteacher will ensure that staff are familiar with, and correctly apply, the policy. When planning activities that incur costs to the school and or charges to those with parental responsibility, the principles of ‘best value’ will be observed by members of staff. The Governing Body will review the policy annually.

3. Policy Statement

3.1 Activities provided free of charge

The general principal is that no charge will be made for books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours*
- A necessary part of the National Curriculum but outside of school hours
- For statutory religious education
- Part of the approved examination syllabus of Pinner High School

** ‘School hours’ are defined as being those hours during which the school is in session, but excluding the breaks. Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours.*

3.2 Activities where a charge may be applied

The school may charge for the following activities:

- Board and lodging on educational residential trips** (please refer to guidance in 3.7 on support with charges)
- Non educational trips

- Music tuition and the hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination (see section 3.6 on Music Tuition)
- An examination which is on the set list, but the student was not prepared for it at Pinner High School.
- A student being entered for an examination against the professional advice of the school.
- Re-marking an examination paper where the re-mark is requested by the parent or student but against the professional advice of the school.
- Re-sits of prescribed public examinations against the professional advice of the school.
- Voluntary optional extras provided outside of school hours* (or mainly outside school hours).

***An "Educational Residential Trip" is defined as being one which involves pupils spending one or more nights away from home. Such an activity is deemed to take place during school hours if the number of school sessions taken up by the activity is 50% or more of the number of half days (12 hours) involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight of any day).*

Participation in any of these activities will be on the basis of parental choice and a willingness to meet the charges (please refer to guidance on Support with Charges).

3.3 Voluntary Contributions

Voluntary contributions may be requested to enable extra activities, which are deemed educationally desirable or essential, to take place. In all cases where voluntary contributions are requested, parents will be told the amount in advance. These contributions are voluntary and there is no obligation to contribute. Pupils will be treated the same whether or not their parents have contributed and no pupil will be excluded from an activity simply because the parent is unwilling or unable to pay.

However, activities funded by voluntary contributions rely on parents and carers contributions. If there are not enough voluntary contributions received then the activity may be cancelled.

3.4 Other Charges

- A charge may be requested for photocopying and/or printing which is not required by a member of staff.
- The school may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.
- Parents will be expected to provide items of clothing such as football boots. The school will provide essential protective equipment such as safety goggles.

3.5 Calculating Charges

Where charges are to be made to parents, or voluntary contributions sought, these will be advised in advance and collected prior to the activity. Charges will be calculated using actual costs divided by the total number of students participating. There will be no levy on those who

can pay to support those who cannot or will not pay. The costs of those students remitted from charging will be met by funds available to the school.

The costs incurred by teachers providing the activity may be included in the cost to students.

3.6 Music Tuition

- a) Charges will not be made for class music tuition during school hours.
- b) Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the specification for a prescribed public examination or if it is required by the national curriculum. This includes instrument hire and music books.
- c) No charge will be made for group activities e.g. school orchestras, which take place during school hours.
- d) No charge will be made for instrumental and vocal tuition within school hours for students eligible for Free School Meals. This includes instrument hire, music books etc.
- e) A charge may be made for individual and small group music tuition not forming part of the specification of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a student is given the tuition. The charge can include:
 - The cost of the teacher
 - The cost of sheet music
 - The hire and insurance of a musical instrument
- f) We will charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist peripatetic music tutors within school hours, whether offered to an individual or group of students. Charges will be determined by the Finance Director and may vary depending on various factors (e.g. size of group, length of lesson, type of instrument.)
- g) Serious consideration will be given to requests for instrumental tuition from parents suffering financial hardship or whose child is a Pupil Premium student, with each case being judged independently and financial support given at the Headteacher's discretion.
- h) Parents are asked to commit to tuition for the academic year in advance. This is because the school has an annual financial commitment with its music tuition service. Parents will be invoiced in two instalments, in September and January.
- i) Parents are required to terminate music tuition in writing to the Head of Music. Refunds will only be given in exceptional circumstances.
- j) Tuition will be cancelled if payment is not received. However, parents/carers will still be liable for settling any outstanding amount.
- k) The school reserves the right to terminate instrumental tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be

done after consultation with the instrumental teachers and parents/carers.

- l) School insurance will cover loaned instruments in school and on the journey to and from school. Parents' own insurance must cover the cost of replace/repair, should damage occur outside these times. Advice will be given by the instrumental and music teacher. Insurance should be taken out for students' own instruments.

3.7 Support with Charges

Charges for board and lodging are waived for those pupils eligible for Free School Meals.

For the majority of activities where a charge or voluntary contribution is requested, this will be waived for pupils eligible for Free School Meals.

Where a parent is not in receipt of Free School Meals, the school will consider requests for support in exceptional circumstances. Requests for support should be made in writing to the Headteacher. The school will consider requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

Appendix 1

Suggested Wording for parental letters asking for voluntary contributions towards activities essential to the curriculum:

“In order to cover the cost of the..... a voluntary contribution ofper pupil is requested. The school will cover the cost of the contribution for all students in receipt of free school meals. We believe this activity provides an excellent opportunity to further develop your child’s understanding of (the subject). There is no obligation to contribute however a failure to receive adequate contributions will limit our ability to offer such activities and may result in an alternative activity having to be delivered. Pupils will be treated the same whether or not a contribution has been received.”

Suggested Wording for parental letters asking for voluntary contributions towards educationally desirable activities delivered during school hours:

“In order to cover the cost of the..... a voluntary contribution ofper pupil is requested. The school will cover the cost of the contribution for all students in receipt of free school meals. There is no obligation to contribute, however a failure to receive enough contributions is likely to result in the activity having to be cancelled. Pupils will be treated the same whether or not a contribution has been received.”