

Charging and Remissions policy

Southborough High School

VALUES

Our values express how we work together at Southborough. They shape the culture we want to see in the school:

- **Support**
- **Challenge**
- **Respect**
- **Responsibility**
- **Relationships**
- **Resilience**

RPF

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Next review due by: April 2024

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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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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.

Responsibility for approving the charging and remissions policy has been delegated to the Resources, Personnel and Finance Committee.

4.2 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

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Practice

5.1 Admissions

There is no charge for admissions

5.2 School meals

There is no charge for lunch for children who are entitled to free school meals

5.3. Examination entries

- A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
- A charge will be levied in respect of examination entries for pupils where
 - a. the school has prepared the pupil for the examination and
 - b. it considers that for educational reasons the pupil should not be entered and
 - c. the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

- A charge may be levied for pupils re-sitting an examination.
- A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
- The charge levied above will be the cost of the examination entry, plus any applicable centre costs.

- A charge will be levied were external candidate wishes to sit exams in our school; a charge will be levied if external candidate cancels all of his previously booked exam entries; an additional charge will be made if the external candidate is entered for the exams after the published deadline. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

5.4 Activities that take place during the school hours

There is no charge for activities during school hours with the exception of music tuition (**section 5.9**).

There is no charge for transport during school hours to school-organised activities, although voluntary contributions will be requested.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5.6**)
- music or vocal tuition (**section 5.9**).

5.5 Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

5.6 Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. A nominal fee towards the cost of insurance may be included. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**see section 8**).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an activity where charges will be made.

5.7. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 5.4**.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.5**.

5.8. Residential activities

Southborough High school 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, 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours, although voluntary contributions will be requested.

We will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 7 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (see section 5.5).

Extra-Curricular Activities and Trips During Holiday Periods

The cost of these trips must be borne by parents of pupils participating in such trips. The school is unable to provide financial support for such trips, regardless of free school meal eligibility. Examples of such trips include: a ski trip, evening visits to the theatre, etc.

5.9. Music tuition within school hours

Southborough High School will follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to 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 of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The governors are committed to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals who are taking Music GCSE or A level. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

5.10. Other charges

The Headteacher, Resources, Personnel and Finance Committee (RPF) or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

6. Damage to the property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

The charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

7. Remissions and concessions

In some circumstances, the school may not charge for items or activities set out in section 5 of this policy.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and Business Manager will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Business Manager and Headteacher.

8. Voluntary contributions

Southborough High School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

All parents are asked for contributions into the school development fund, at £10 per month (£100.00 per year).

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

In any case where an activity cannot be afforded without voluntary funding (for example school trips to a museum or theater), this will be made clear to the parents by the school. If the activity is canceled by the school, all monies paid will be returned to parents.

8. Inability or unwillingness to pay

The governors are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be canceled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

9. Lettings

The school will levy a charge for the hire of facilities, to cover labour, wear and tear and energy costs. The school will endeavor to ensure these charges are competitive in relation to other similar local facilities whilst, at the same time, will cover all costs to the school associated with the letting. Such charges apply to the hire of the school main hall, dining hall, classrooms, sports halls, and other facilities.

The charges for school bookings vary depending on the number and types of rooms required; the fees are agreed when the booking is made, and will include a charge for the number of staff required to be on site.

The letting charges are set out below and will be reviewed on a regular basis. Prices may be discounted for large or regular bookings and for organizations with a charitable status.



FACILITIES FOR HIRE



ELEGANT AND SPACIOUS HALL
IDEAL FOR WEDDINGS, PARTIES, CONFERENCES, ETC.
DIRECT ACCESS TO A SUNNY COURTYARD WITH MATURE SHRUBS



SPORTS FACILITIES
ASTROPITCH AND TWO GYMS



MODERN DINING AREA WITH AN ADJACENT CANOPIED AREA
GREAT FOR OUTDOOR DINING



SPORTS FACILITIES
ASTROPITCH AND TWO GYMS

FACILITIES HIRE TARIFF				
FACILITY FOR HIRE	MONDAY TO SATURDAY		SUNDAY	
	Non-alcohol, per hour	Alcohol, per hour	Non-alcohol, per hour	Alcohol, per hour
Hall	The Main Hall is 64 ft x 40ft and accommodates 500 seating or 200 with tables and chairs. The use of parking facilities at the front of the building is included in the price.			
	£70.00	£80.00	£85.00	£95.00
Additional Parking	£10.00		£15.00	
Dining Hall & Canopied Area	The dining hall measures 72ft x 48ft and accommodates 200 people in this area to eat.			
	£50.00	£60.00	£65.00	£75.00
Hall & Dining Hall & Canopied Area	£110.00	£130.00	£120.00	£130.00
Astro pitch	The Multi Use Games Area is not floodlit.			
	£35.00		£49.00	
Gyms	We have two large gymnasiums available which can be used for a variety of sport including basketball, 5-a-side football etc. Each gym measures 68ft x 40ft.			
	£25.00		£28.00	
Sports Field (Sundays only)			£25.00	
Classrooms	£18.00		£20.00	

FOR MORE INFORMATION CONTACT US ON 0208 391 4324

10. Monitoring arrangements

This policy will be reviewed every 2 years.

11. Links to other policies

This policy links to the following policies:

- Financial regulations and Schemes of delegation