



South Bromsgrove High
Inspiring Confidence Through Learning

South Bromsgrove High

Charging & Remissions Policy

Reviewed by the Governing Body
Next review due

November 2019
November 2020

Policy responsibility

Headteacher / School
Business Manager

Charges

Introduction

This charging policy has been compiled in line with the Department for Education (DfE) requirements and in accordance with s449 - 462 of the Education Act 1996. The policy complies with our funding agreement and articles of association. The school endeavours to offer the best educational opportunities to students within the funding that is provided from Government and wholly endorses the principle that education during the normal school day is free of compulsory charge. Governors recognise, however, that a number of trips, visits and activities become available every year which support curriculum and enrichment practices. Many of these would not be financially viable without contributions from parents. Our concern is to keep financial contributions to a reasonable minimum, maintain transparency of cost, and ensure as far as possible that all students are able to take part, irrespective of their circumstances.

School Trips

As a matter of principle the school does not set out to make any profit on any trips and charges are calculated at cost by dividing the total cost of the trip/activity by the numbers of students attending.

The cost of the voluntary contribution is reviewed for students who qualify for the pupil premium.

Day Trips. No charge will be made for day trips that take place during school hours or are part of the curriculum (but also refer to section on Voluntary Contributions).

Residential trips – Essential. For residential trips which are essential to the curriculum, statutory components of study or in preparation for examinations, a charge may be made for board/lodging.

Residential trips – Non-essential. For residential trips which are not essential to the curriculum, statutory components of study or in preparation for prescribed examinations:

- if the amount of school time on the trip is less than half of the total time of the trip, a charge will be made up to the full cost of the trip.
- if the amount of school time on the trip is half or more of the total time of the trip, a charge will be made for board and lodging.

Duke of Edinburgh's Award

This Award is self-funding and the school relies on voluntary contributions in order for it to be so. Charges are clear and communicated to parents in advance. The school will always be mindful of families who wish their children to embrace the Award at any level but are experiencing financial hardship. Once again, the cost of the voluntary contribution is reviewed for students who qualify for the pupil premium.

Other activities Outside School Hours

No charge will be made for activities outside school hours that are part of the curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, the school may make a charge up to the cost of the activity.

Examination Entries

A charge will be made:

- for examination entries for students where a parent of a student who is not on roll at the school wishes the student to use the examination centre for this purpose and has the permission of the headteacher and exams officer to do so.
- for examination entries for students where the school has prepared the student for the examination and it considers that for educational reasons the student should not be entered or the student's parent/carer wishes the student to be entered (or the student him/herself when over 18 years old).
- for students re-sitting an examination, where no full course of further preparation has been provided by the school.
- where a student 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 in the cases above will be the cost of the examination entry.

The school will consider waiving the requirement to pay any examination entry fees where there is clear evidence of significant family hardship.

Materials & Textbooks

Materials and equipment are normally available to students free of charge. However, in some resource intensive areas (eg Technology), parents may be invited to provide materials on a voluntary basis and and/or make a voluntary contribution. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and makes a charge. Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be made for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is usually made.

Music Tuition

The school makes charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the curriculum or a public examination being followed by the student. A subsidy currently operates to support tuition for students who receive tuition and who commenced music tuition prior to September 2018. Tuition for students eligible to receive the pupil premium is free of charge.

Damage/Loss to Property

The school will charge for any wilful damage, neglect or loss of school property (including premises, furniture, equipment and books), for the cost of replacement/repair, at the Headteacher's discretion.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these 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. Students will not be treated differently according to whether

or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, it will be cancelled.

Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for copying of students' files.

Remissions

Verifying eligibility for remission of charges

All children entitled to free school meals are entitled to remission of charges.

Your child might be able to get free school meals if you get any of the following:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- 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).

Parents/carers must be able to provide evidence of the above if eligibility is questioned.

Children paid these benefits directly, not through a parent/carer, can also get free school meals.

Parents must provide the necessary evidence that they are in receipt of support payments which entitle them to the remission of charges. The school is not expected to undertake this for parents.

The Headteacher may remit in full or part charges in respect of a student or may decide not to charge in respect of a particular activity, if reasonable in the circumstances. Remission for Sixth Form students will be given the same consideration as for other students. Consideration will also be given to the appropriate use of the 16-19 bursary fund.

When requested from affiliated sports bodies the school endeavours to support requests, at the headteacher's discretion, towards the costs associated with attending county/national representation.

Approved by the Governing Body

Policy approved

20 November 2019