



Charging and Remission Policy

Version 4.2

<i>Important: This document can only be considered valid when viewed on the South Hunsley School website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</i>	
Name and Title of Author:	M Blackledge
Name of Responsible Committee or Individual:	South Hunsley School and Sixth Form Local Governing Body
Implementation Date:	September 2024
Duration:	Annual
Review Date:	July 2025
Target Audience:	External stakeholders
Related Documents:	

Contents

Section	Description	Page
1.	Aims	3
2.	Curriculum Activities	3
3.	Non-Curricular Activities	5
4.	Statutory Remission	6
Appendix 1.	Extract from The Education Act 1996 - The charging of school activities	7
Appendix 2.	Key	8

1. Aims

In conformity with the requirements of the Education Reform Act 1996, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities. Curriculum costs will be kept to a minimum.

2. Curriculum Activities

Curriculum trips and activities

To ensure that no charge is levied for any activities which form a part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

In a number of subjects, notably Art & Mathematics, pupils are expected to provide some specialist stationery and/or equipment and in Modern Foreign Languages, pupils are advised that possessing a copy of the relevant dictionary would be advantageous to their private study and homework.

To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (see section on **Statutory Remission**).

In some circumstances PP or CLA funding could be used to support activities.

Residential Trips – Board and Lodgings

Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Pupils who are entitled to free school meals may pick up a packed lunch from the school before setting out on the trip.

The cost of trips and visits that take place mainly out of school hours are to be met by pupils and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. The school will assist with charges for board and lodging for pupils whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of hours but is:

- On the syllabus of a prescribed examination
- A Curriculum requirement (eg. Geography Field Trip)
- To fulfil statutory duties relating to religious education

General Lesson Costs

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product. E.g, in practical subjects such as Design, Food and Textiles Technology.

Library Charges

At present should a library book or DVD be lost, the responsibility is with the pupils and parent/carer to replace. Missing items will be charged for in full.

Examination Fees

To meet the cost of examination entries for all subjects taught in school for pupils at KS4 who have fulfilled the entry criteria. Where the entry criteria for subjects have not been satisfied e.g, attendance, completion of coursework and minimum level of attainment, candidates who still wish to be entered will be required to pay the entry fees, which will be returnable on the achievement of a grade in those subjects. Pupils who have been entered for any examination and who fail to attend for no good reason will be required to pay the fee.

All external candidates will be charged for exam entries.

Examination Resits

Where the school requests that a pupil should resit an examination, this cost will be borne by the school

If a pupil decides that they wish to resit an examination paper or unit, they will be liable to pay the examination board fees.

Books and Equipment

To levy a small charge for lost exercise books or damaged equipment. Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

Music Tuition

To require parents/carers to make a contribution of £210 per year (£70 per term) per instrument towards the cost of any instrumental tuition. The cost of receiving music tuition lessons is subsidised by the School and payment must be received in advance of the start of each term.

A full terms notice is required to cancel music tuition lessons, for example if your child wants to end lessons in the summer term then you must notify the School at the beginning of the spring term otherwise you will be charged for the full summer term.

School to School Transport outside of that provided by the Local Authority

The school provides transport in addition to that provided by the Local authority. The school is not obliged to do this. Currently the school provides an additional bus service to Skidby, Cottingham, Willerby, Kirk Ella and West Ella to enable pupils from these areas to travel both to and from the School. The cost to parents/carers for this transport for the year is £530 and can also be used on a PAYG basis. This cost is subsidised by the school and the school has the rights to review and change these charges each year.

Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café. Single copies of information covered by this publication are provided free unless stated otherwise in Section 6 of the Education Alliance Freedom of Information Act Publication Scheme. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. All charges will be fair and reasonable.

Private Copying

The school makes charges for personal photocopying and printing:

A4 white single sided 5p	A4 coloured single sided 25p
A4 white double sided 7p	A4 coloured double sided 35p
A3 white single sided 10p	A3 coloured single sided 50p
A3 white double sided 14p	A3 coloured double sided 70p

The school makes additional charges for different paper types:

A4 coloured paper 2p OHP's 40p
A4 coloured card 4p Binding 40p
Laminating – per sheet 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

3. Non-Curricular Activities

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities. If a pupil withdraws from a trip and a replacement cannot be found, the deposit may not be refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

- No charge made for accidental damage
- 50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules
- 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate

Private Lettings

To charge for private lettings using the scale of charges as set out by the School, to include VAT where appropriate. Discretion can be allowed at School's discretion.

Electric charging

The majority of our schools now have electric charging points. In order to use these accounts you will need to set up an account with the electric charging software provider at that school. The charge for using the service will be the cost to the school of purchasing the electric plus any fee that the charging facility provider may charge. The school does not intend to make any profit on this service.

4. Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit
- Universal Credit (subject to further income testing)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Head of School and complete confidence will be observed in every case.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Appendix 1

THE EDUCATION ACT 1996 THE CHARGING FOR SCHOOL ACTIVITIES

STATEMENT: Under section 449-462 of the Education Act 1996 it sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school². Schools

and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- a) education provided outside of school time that is not 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; or
 - c) part of 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 body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.

Appendix 2 – Key

KS3 – Key stage 3 (years 7-9)

KS4 – Key stage 4 (years 10-11)

KS5 – Key stage 5 (years 12-13)

NC - National Curriculum

SLT - Senior Leadership Team

SEN - Special Educational Needs

Alps - Key Stage 5 data and target setting package

AS - Advanced Subsidiary (qualification)

HOH - Head of House

AFL -Assessment for Learning

DFE – Department for Education

JCQ – Joint Council for Qualifications

LA – Local authority

ERYC – East Riding of Yorkshire Council