

WALTON HIGH SCHOOL



CHARGING & REMISSIONS POLICY

Last reviewed:

January 2021

Governor Committee Responsible:

Finance, Staffing & Premises

Walton High School

Charging and Remissions Policy

Member of Staff Responsible: Executive Business Manager

Governors' Committee Responsible: Finance, Staffing & Premises

Status: Statutory

'Walton High School promotes the safeguarding and welfare of students in its care: all policies support the "Child Protection Policy" and are fully consistent with the government's agenda to 'help all children achieve more' and fully support the principles of equal opportunities for all and e - safety.'

Introduction

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

The Local Governing Body of the School MAT Trustees are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Purpose

The purpose of the policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.

The school day* is defined as:

8.40 a.m.	Student entry to school
8.45 a.m.	Registration / Assembly / Tutorial
9.00 a.m.	Period 1
9.50 a.m.	Period 2
10.40 a.m.	BREAK
10.55 a.m.	Period 3
11.45 a.m.	Period 4
12.35 p.m.	LUNCH
1.30 p.m.	Warning Bell Registration
1.35 p.m.	
1.40 p.m.	Period 5 Period 6
2.30 p.m.	
3.20 p.m.	School ends

*Currently the school is operating an amended School Day in accordance with the Covid-19 Risk Assessment

Prohibition of Charges

The Trustees of the MAT and the Local Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil.
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 student is being prepared for at the school, or part of the schools' basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;

- transport provided in connection with an educational trip

Charges

The following charges will be made by the Local Governing Body.

- (a) Charges will be made for student's board and lodging which will be equal to but not exceed the cost.
- (b) the proportionate costs for an individual child of optional, extra activities provided wholly or mainly outside school hours, for example concerts and performing arts events. Such activities are not part of the National Curriculum, nor are they part of an examination syllabus. Charges will meet the costs of:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument where this is not an essential part of the National Curriculum or a public examination syllabus being followed by the student(s). The charge for the 2020/21 academic year is £250 per year. Full payment should be made by September 2020 via the Parent Pay on line payment system.
- (d) re-sits for public examinations where no further preparation has been provided by the school. The full cost of the examination will be charged.
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school. The full cost of the examination will be charged.
- (f) re-sits for public examinations where a student has failed without good reason to complete the requirements and which the governing body or the LA originally paid (or agreed to pay) the entry fee. The full cost of the examination will be charged.
- (g) If a Post 16 student requests to re-take a subject, approval must be obtained from the Director of 6th Form. A charge of £900 per subject will be applied. This will cover the tuition and examination costs, which are no longer funded from central government.
- (h) any other education, transport or examination fee unless charges are specifically prohibited. The full costs will be charged.
- (i) breakages and replacements as a result of damages caused wilfully or negligently by students. Up to 100% of the costs will be charged at the discretion of the Headteacher.
- (j) extra-curricular activities and school clubs. Proportionate costs will be charged as per section (b).
- (k) If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.
- (l) Charges for materials or ingredients where the students wish to have the finished product. The full costs will be charged.
- (m) Cost of transport to take part in work experience. Full costs will be charged.

- (n) Voluntary contributions may be sought for activities run during the school day. However, no student will be excluded from such an activity because his or her parent cannot or will not pay.
- (o) From time to time a non-school based organisation such as Christian Union or the Army may be invited in to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.
- (p) Private telephone calls made by staff using school telephones and mobiles will be charged at actual costs incurred as detailed on the relevant telephone bills.
- (q) Photo copying will be charged to both Staff and Students in line with the Printer Use Policy.
- (r) Personal photocopying will be charged at 10p per sheet.
- (s) Letting of the school premises or grounds. Annual charges will be agreed by the Local Governing body which will at least cover services, staffing, admin and wear and tear
- (t) School meals will be charged at the levels recommended by the Catering Service - Chartwells. Meals will be paid for using the Cashless system along with our online Parent Pay system.
- (u) School reserves the right to recharge back to parents any bank charges which arise due to default on payment – e.g. bounced cheques, returned payments.
- (v) A discount of 20% will be applied to voluntary groups using the facilities for school age students.

Remissions

- Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:
 - a) Income Support;
 - b) Income Based Jobseeker's Allowance;
 - c) Support under part VI of the Immigration and Asylum Act 1999;
 - d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,105 (April 2019)
- Special consideration may be made for hardship cases not fulfilling the above criteria. Where possible these will be funded from the Stafford Endowment Fund. Where this is not possible, the Headteacher will apply discretion and fund the charges directly from school fund where there are adequate funds available.
- Where voluntary contributions for an activity do not cover the costs, the department organising the activity will be expected to fund the shortfall from their capitation budget. Whole school activities such as activities day may be supported by the main school budget to a maximum of £2,000.
- Where parents fail to pay required costs for activities during the school day (e.g. residential costs), students will be expected to attend school as normal.
- Mileage rates paid to staff/governors/volunteers using their own cars to travel on school business is 45p per mile up to 10,000 miles, 25p per mile thereafter.

Arrangements for monitoring and evaluation

The Finance, Staffing & Premises Committee of the Local Governing Body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.