

# Woodrush High School

An Academy for Students Aged 11-18

## Charging and Remissions policy



<b>Policy author / reviewer</b>	GGP
<b>Responsible LGB committee</b>	Finance and Resources
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## **Statement of intent**

Woodrush High School Academy is required by law to adopt a policy on charging and remission arrangements for all activities. The Academy wishes to provide for all students the best possible educational opportunities available within the funds allocated by the Education Funding Authority. The law states very clearly that education during normal academy hours is to be free of any compulsory charge to parents/carers, and the academy is committed to uphold the legal requirements. However, educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. The academy's aim is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all young people can take part, irrespective of their circumstances. The law recognises that charges may be made to parents/carers in certain defined circumstances - provided that the academy has identified the activities for which charges will be made, and has explained the basis on which charges may be reduced or waived for certain students.

Woodrush High School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, the Academy is committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

## **1. Legal framework**

1.1. **This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:**

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2022) 'Academy trust handbook 2022'

## **2. Admissions**

2.1 There is no charge for admissions.

## **3. School meals**

3.1 There is no charge for children who are entitled to free school meals (up to the value of a free school meal).

3.2 Pupils who are not entitled to free school meals will be charged a set amount per meal / item, decided by the academy in conjunction with the Catering provider.

## **4. Examination fees**

4.1. There is no charge for examinations that are part of the curriculum and on the academy's set examinations list, where pupils have been prepared for the examinations by the academy.

4.2. **We may charge for examination fees if:**

- The examination is on the prescribed list (which includes GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination, the Academy may recover the fee incurred from the parents/carers. This includes re-sits.

## **5. Examination re-sits**

5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

5.2. If a pupil or their parents/carers consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents/carers. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.



## **6. Education that take place during the School day (excluding all break, lunch and after school)**

6.1. The Academy has an expectation that all Pupils bring the required equipment into lessons, including stationary.

6.2. **The Academy will not charge for:**

- Education provided during school hours (excluding Music Tuition -section 12 & Optional Extras – section 8).
- Transport during school hours to school-organised activities.

6.3. **The Academy may charge for the following:**

Materials, books, instruments, ingredients, or equipment, where they desire their child to own them

[Optional extras - section 8](#)

[Music and vocational tuition \(in certain circumstances\) – section 12](#)

## **7. Education that takes place outside of school hours (non-residential)**

7.1 There is no charge for education that takes place outside of school hours when:

- it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Part of the set curriculum, including sports matches
- Part of the syllabus for a public examination that the pupil is being prepared for by the school

7.2 **The Academy may charge for the following:**

Materials, books, instruments, ingredients, or equipment, where they desire their child to own them

[Optional extras - section 8](#)

[Music and vocational tuition \(in certain circumstances\) – section 12](#)

## **8 Optional extras**

8.1 **The Academy will not charge for activities which are:**

- Part of the set curriculum, including sports tournaments
- Part of the syllabus for a public examination that the pupil is being prepared for by the Academy
- Part of the Academies basic curriculum for religious studies

8.2 **The Academy may charge for the following optional extras:**

- Education provided outside of school time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Part of Religious education.
- Examination entry fee (s) where the pupil has not been prepared for the examinations at the school
- Costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.



- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

### **The cost of Optional Extras:**

8.3 When calculating the cost of optional extras, the Academy will only take into account the following:

- Any materials, books, instruments, ingredients or equipment provided in relation to the optional extra
- The employment of non-teaching staff
- The cost, or proportion of costs, of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

8.4 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

8.5 We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

8.6 If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

8.7 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra and the Academy will need to have the agreement of parents/carers before organising an optional extra where charges will be made.

## **9 Education that takes place partly during school hours (either on or off site – excluding residential)**

9.1 Where the majority of time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made – see section 6.

9.2 Where the majority of the time spent on an activity occurs outside of Academy hours, it is deemed to have taken place outside of school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education – see section 7.

9.3 See section 11 - Voluntary contributions



## **10 Residential visits**

10.1 We 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, 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 teachers accompanying pupils on visits.
- Travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours
- See section 11 – Voluntary contributions

10.2 If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

10.2 We may charge for:

- **Board and lodging** – when any visit has been organised by the academy, where there are any cost for board or lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, including that of necessary supervisory staff, whether it is classified as taking place during school hours or not. 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 16 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 academy may charge for residential activities that fall outside of school hours.

## **11 Voluntary contributions**

11.1 We may, ask for voluntary contributions towards the benefit of the school or school activities.

11.2 If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.

11.3 We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

11.4 No child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If a parent/carer is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

11.5 If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

11.6 We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions.



## 12 Music tuition

- 12.1 The academy will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.
- 12.2 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 12.3 **The Academy may charge for:**
- Teaching 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 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, may be charged.
  - The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## 13 Extended Services

- 13.1 The Academy is dedicated to providing a well-rounded and extensive education for pupils, which includes a wide range of extra-curricular activities (extended services).
- 13.2 The total charge of these activities will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise others.

## 14 Transport

- 14.1 **We will not charge for:**
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided for an educational visit - see voluntary contributions

## 15 Damaged to property or lost items

- 15.1 The school may charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.
- 15.2 When academy property has been wilfully or recklessly damaged by a student or parent/carer the academy may charge those responsible for some or all of the cost of repair or replacement.
- 15.3 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy may charge some or all of the cost to those responsible.
- 15.4 Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.





## 16 Remissions

- 16.1 The academy will give consideration to the remission of charges to parents/carers who receive the following support payments:
- Income Support
  - Income based Job-seekers Allowance
  - Child Tax Credit (where the person is not receiving Working Tax Credit as well)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Guaranteed Element of State Pension Credit
  - Income related employment and support allowance Children of families who receive these payments are also entitled to free academy meals.
- 16.2 Parents/carers who are eligible for the remission of charges will be dealt with confidentially.
- 16.3 The Headteacher and Chair of Governors will authorise the remission of charges.
- 16.4 The academy 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 Local Governing Body and Headteacher.
- 16.5 Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity may be cancelled.
- 16.6 Pupil Premium Students and those students in receipt of free school meals may request assistance with the costs of activities or resources:
- Trips and Visits  
As a result of additional funding direct from government, those students in receipt of Free School Meals or is a Pupil Premium student (Is currently in receipt of FSM/has been in receipt of FSM within the last 6 years/children whose parents are currently serving in the armed forces) are eligible for a contribution of cost towards the final payment. This will be either £15 or 20% of the cost, whichever is the greater, up to a maximum of £100. Please contact the finance department for further information.
  - Resources and Revision Guides  
As a result of additional funding direct from government, those students in receipt of Free School Meals or is a Pupil Premium student (Is currently in receipt of FSM/has been in receipt of FSM within the last 6 years/children whose parents are currently serving in the armed forces) are eligible for payment of resources/ technology resources and Music Tuition. The school will also ensure revision guides that are ordered through the school for students will also be funded for all Pupil Premium students. This does not however cover requests for revision materials that are not part of individual subjects curriculum needs.
  - Uniform  
As a result of additional funding direct from government, those students in receipt of Free School Meals are able to apply for funding to support the purchase of uniform once the student is being educated at Woodrush High School. This will be up to a maximum of 25% of the cost



for the school blazer and tie only. (This does not include students who have been in receipt of FSM in the last 6 years and are no longer in receipt of FSM). To make an application for additional funding please contact the finance department for an application form.

16.7 To request assistance, parents should contact the School finance Office on 01564 823777

## **17 Private use of Academy Facilities or Membership**

17.1 Woodrush Sport and Leisure Centre manages all Academy facility hire and use outside of curriculum use. All charges and booking procedures relating to hire and membership can be seen within the Centres Terms and Conditions.