

CHARGING AND REMISSIONS POLICY

KINGSBURY HIGH SCHOOL

Reviewed Annually

Adopted: 22 MAY 2018 Review date: 22 MAY 2019

Charging and Remissions Policy

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 be made

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 449-462 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.

This policy complies with our funding agreement and articles of association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Body

The Governing Body has overall responsibility for approving this Charging and Remissions policy, but has delegated the approval and monitoring of this policy to the Resources Committee.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our 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 Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

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

1. Admissions

There is no charge for admissions.

2. School meals

Students who are not entitled to free school meals will be charged for all meals, drinks and other food purchases according to Price Lists issued by Head of Facilities at the start of each term. Payment can only be made by deduction from the student's Parent Pay account, except for Sixth Form students who may pay by cash in the Sixth Form Cafe.

There is no charge for students who are entitled to free school meals for a main meal (cooked meal, pasta, sandwich or baguette) and a dessert. All other food (i.e. snacks) and drink purchases must be paid by deduction from the student's Parent Pay account.

Prices for all menu items will be reviewed annually and agreed by Resources Committee prior to the next academic year.

The school will allow students a school meal 'overdraft' facility (for use only for main meal & dessert), up to the money equivalent of 5 days of main meal and dessert, to allow parents additional time to top up their Parent Pay account. However, all amounts due to the school must be settled at the end of each half term & end of each term, or on a student's departure from the school if earlier.

To ensure students in Years 11, 12 and 13 have no outstanding amounts when they complete their Upper School / Sixth Form studies, their school meal 'overdraft' facility will come to an end at the start of Summer Term.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from that student's parents. This includes re-sits.

There is a **charge** of the examination entry fee(s) for examinations that are not on the set list, but have been arranged by the school.

There is a **charge** of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (**see Optional extras under section 5**).

There is a **charge** of the cost for re-scrutiny or re-marking of examination papers at the request of the student or their parents. The charge will equal the costs charged to the school for this service. There is no charge where the school requests re-scrutiny or re-marking of examination papers.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the student to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

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 student is being prepared for by the school
- part of the school's basic curriculum for religious education.

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 student is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the Governing Body has arranged for the pupil to be provided with education.
- board and lodging for a student on a residential visit.

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 15**).

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 optional extra where charges will be made.

6. 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 4**.

Travelling time is included in time spent on activity.

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 students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our 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 student 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 students on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school 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. We will charge anything up to the full cost of board and lodging on residential visits, 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 13** 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 student. These charges may not apply to those students entitled to remissions, but no other students 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).

8. Music tuition within school hours

Kingsbury High School follows 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 student(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual student 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.

Kingsbury High School is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

9. Extended services

Kingsbury High School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Currently the school does not charge for these extended services. However, the school reserves the right to decide to charge for these services in the future and confirms that if any charge is made, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to 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 student or parent, and the school has been charged or has elected to pay for repair or replacement, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

11. Locker Rental

The school makes lockers available for students in all years to rent. Students must supply their own padlock.

The rental cost is £5 per year which is a contribution towards the school's cost of purchase of the lockers and their maintenance. Payment is made via deduction from the student's Parent Pay account. Rental payment are payable as follows:

Year 7: £25 for locker rental for 5 years (reduced pro-rata for rental commencing in Years 8 to 11), with parental authorisation.

Year 12: £10 for locker rental for 2 years (increased pro-rata for students on a 3-year course, reduced pro-rata for rental commencing in Year 13), with parental or student authorisation.

Rental payments will be refunded for each complete year unused if a student leaves the school or discontinues renting a locker.

12. Other items purchased or charged

From time to time, parents and students may wish to purchase other items provided by the school, examples such as Year 11 Leavers books, Sixth Form Hoodies. Amounts charged for these and similar items will equate to the purchase cost of the item incurred by the school for the item and parental approval is required for each order before the school will include the request in an order to the supplier. Payment will be via Parent Pay.

13. Remissions and concessions

The school will give consideration to the remission of charges to parents or 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
- Universal Credit in prescribed circumstances

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher 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 students, and this will be determined by the Governing Body and Headteacher.

14. Voluntary contributions

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

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.


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


15. Inability or unwillingness to pay

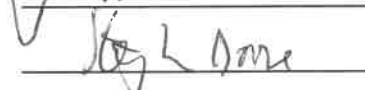
Kingsbury High School is committed to ensuring fair access and treatment of all students, and this means ensuring that no student is excluded from an activity because the parents or carers of that student are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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

Signed by:







Chair of Resources Committee

Date: 22/5/18

Headteacher

Date: 22/5/18

Director of Resources

Date: 22/5/18

This policy will be reviewed annually