



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

CHARGING AND REMISSIONS POLICY

Author:
Name of Committee approved:
Date ratified at Full Trustees:
Date to be reviewed:

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Finance & Audit
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Introduction:

The Board of Trustees recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards students all round educational experience and their personal and social development (throughout this policy, the term “parents” means all those having parental responsibility for a child.)

1. Admissions:

There is no charge for admissions.

2. School meals:

There is no charge for those students who are entitled to Free School Meals (FSM). Students who are not eligible for FSMs may purchase food at brunch and lunch times from our Canteen facility managed by Chartwells Catering as part of the PFI Agreement. Any students who are required to self-isolate due to COVID-19 for a period of time will be entitled to a FSM meal entitlement to cover this period of absence from school.

3. Public examinations:

There is no charge for examinations that are part of the curriculum and on the school’s set examination list, where students 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 under certain circumstances recover the fee incurred from that student’s parents/ legal guardians.

There will be no charge 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 students have not been prepared for the examination at the school (see optional extras under Section 5).

4. Activities that take place during school hours:

(This may not include during the break times during the 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 events, unless a small surcharge is asked for an extra-curricular trip/visit for petrol costs.

The school may charge for:

- Books and materials that the parent wishes the student to keep (the cost will be made clear to the parent before charge).
- Optional extras (Section 5).
- Music tuition (Section 8).

5. Activities that take place outside school hours (non-residential):

There is no charge for take place outside school hours when they are:

- Part of the set curriculum, including sports matches against other schools.
- Part of the syllabus for public examination that the student is being prepared for by the school.

Optional extras:

The school will charge for optional extras:

- Education provided outside 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.
- Examination entry fee(s) if the registered student has not been prepared for the examination at the school.
- Transport that is not taking the student to school or other premises where the Board of Trustees has arranged for the student to be provided with education.
- Board and lodging for a student on a residential visit.
- Enrichment activities such as sports tours, ski trips, language/Science trips.
- To charge student's travel expenses for work experience and to refund.
- Excess costs over normal daily travel.
- To charge parents/legal guardians for out of school term time examination master class revision sessions held over holidays and weekends.

We will ask parents/legal guardians:

- Students who do practical subjects, such as Design Technology or Art, to contribute for materials for the finished product which they will take home or to provide food ingredients or the cost of those ingredients for Food Technology lessons, except for FSM students.
- To make a voluntary contribution towards the cost of an Art sketchpad. Students may need to purchase paint, pencils, etc. for use at home. Those unable to do this can use the school's materials to complete course work in school. Pupil Premium funding will be used to meet this cost for those students on FSM.
- To purchase a calculator for use in Maths lessons. This calculator remains their property and Pupil Premium funding will be used to meet this cost for any student on FSM.
- To pay for entry fee for examination for any student who, in the Headteacher's judgement, has not prepared themselves adequately by effort or study, or of any student who, without adequate reason, does not sit an examination for which they have been entered. A charge will be made for re-sits under the school's Examination Re-sit policy, although the costs will be met for those students who are entitled to FSM.

The cost of optional extras:

The Headteacher will decide when it is necessary to charge for optional extras and the levels of charge will be set annually by the Headteacher on the recommendation of the Finance Committee. Parents/legal guardians will be advised in writing of the charges, as applicable.

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 (this will include exam revisions sessions out of school time). In no circumstances will there be an element of subsidy required for any student wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (Section 12).

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 costs.

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 fee is an optional extra. Consideration will be considered on a case by case basis for those students wanting musical tuition who are in receipt of FSM.

Participation in any optional extra activity be on the basis of parental choice and a willingness to pay the charges. The school will need to have an agreement from 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 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 the alternative provision for those students who do not wish to participate.

7. Residential activities:

The 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 school.
- 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.

The school WILL charge for:

Board and lodging:

When a 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 11 for more guidelines on remissions).

Travel:

Travel charges may apply when the residential activity takes place outside school hours. The amount charged will be calculated to cover the 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:

Hilbre High School follows government legislation that states 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.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual students or groups of an appropriate size to play a musical instrument or to sing. The cost of these lessons will be set and approved by the specialist independent music tutor.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Hilbre 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 those students on FSM, entitled to Pupil Premium funding, once the parent/legal guardian has made a written request to the Headteacher for this tuition to be provided for their child/ward.

There will also be no charge for the provision of music tuition for those students in care (LAC), again upon written request from the parent/legal guardian of the student.

9. Extended services:

Hilbre High School is dedicated to providing a well-rounded 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.
- Ways of intervening early when students are at risk of poor outcomes, eg. by providing access to study support, parenting support or to more specialist services (such as health, social care or specialised educational needs services).
- Ways of increasing student engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

No charge is made for any homework or after school revision club.

10. Non accidental damage to property/vandalism or breakages:

Where school property has been wilfully damaged by a student or parent, the school may issue a charge to those responsible for some or all of the cost of repair/replacement. This request will be made in writing as per the decision made by the Headteacher.

11. Remissions and concessions:

The school will give consideration to the remission of charges to parents/legal guardians who receive the following support payments:

- ✓ **Income Support or Universal Credit.**
- ✓ **Income Based Job Seekers Allowance.**
- ✓ **Child Tax Credit (where the person is not receiving Working Tax Credit as well).**
- ✓ **Support under part V1 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 FSMs. Parents who are eligible for the remission of charges may be asked to submit a written request to the Headteacher in some circumstances and all cases will be dealt with confidentially.

All requests for remission of fees will be approved by the Headteacher under the Charging and Remission policy, as agreed by Trustees.

The school may decide to subsidise part or all of the payment of some charges for certain activities and students and this will be determined on a case by case basis by the Headteacher.

12. Voluntary contributions:

The Board of Trustees may ask parents/legal guardians to make a voluntary contribution to the school for general funds to fund activities that will further enrich student's 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, then all monies paid will be returned to parents.

There is no obligation for a parent/legal guardian to make any contribution and the school will in no way pressure parents to make any voluntary contributions.

13. Refunds:

Requests for refunds will not be automatically approved and will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

14. Inability or unwillingness to pay:

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

If parents/legal guardians are asked to commit to an out of hours trips (ie. Theatre production/show) and the school pay for tickets based on this commitment, then requests for final balances made be made by the school if the students/parent decides to cancel their place on trip, regardless of reason. (This will of course be considered on a case by case basis).

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

- Education Act 1996, Section 457.
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/38.
- The School Information (England) Regulations 2008, as amended.

15. School lettings charges:

The School Business Manager and Headteacher have the operational responsibility for agreeing any lettings of the school premises and facilities in line with the policy defined by the Board of Trustees.

The Finance Manager is responsible for raising invoices for lettings on either a monthly or a one-off basis.

Lettings are charged at the rates agreed by the Trust Board.

This policy will be reviewed annually.

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