

MONKSEATON HIGH SCHOOL CHARGING & REMISSIONS POLICY

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Business Manager (MAD)	December 2022	1.0	Final approved version for publication.
Business Manager (MAD)	December 2023	1.1	Updated references to parent / carer throughout
Business Manager (MAD)	December 2024	1.1	Minor amends for clarity.

1. Aims

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' / carers' ability or willingness to meet the costs.

The Governing Body also recognises the valuable contribution that a wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote such activities both as part of a broad and balanced curriculum and as additional optional activities.

Monkseaton High 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.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and Guidance

This policy is based on advice from the Department for Education 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. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

The following definitions are used in this policy:

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

4. Roles and Responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving and implementing the charging and remissions policy, but can delegate this to a committee, an individual Governor or the Headteacher.

Responsibility for approving and monitoring the implementation of the charging and remissions policy has been delegated to the Headteacher.

4.2 The Headteacher

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

4.3 Staff

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 the policy applies.

4.4 Parents / Carers

Parents / carers are expected to notify the school of any concerns or queries regarding the charging and remissions policy.

5 Where charges cannot be made

Charges cannot be made for any of the following:

5.1 Education

- Admission applications.
- 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.
 - A syllabus for a prescribed public examination that the student is being prepared for at the school.
 - Statutory religious education.
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent.
- Entry for a prescribed public examination if the student has been prepared for it at the school.
 - Except where the student without good reason fails to attend or meet the requirements of the examination (e.g. fails to submit coursework) where the Governing Body or Local Authority originally paid or agreed to pay the entry fee.
 - An examination fee may also be charged to parents if:
 - The examination is on the set list, but the student was not prepared for it at the school.

- The examination is not on the set list, but the school arranges for the student to take it.
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.
 - Except where a post-16 student resits an examination resulting from an initial examination failure or in other circumstances as set out in the Education and Skills Funding Agency's funding guidance for young people.

5.2 Transport

- Transporting registered students to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
- Transporting registered students to other premises where the Governing Body or Local Authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

5.3 Residential visits

- 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.
 - A syllabus for a prescribed public examination that the student is being prepared for at the school.
 - Religious education.
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

6. Where charges can be made

Charges can be made for the following:

6.1 Education

- Any materials, books, instruments or equipment, where the student's parent wishes him or her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances (see below).
- Examination fees in limited circumstances (see below).

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of school time that is not part of:

- The national curriculum.
- A syllabus for a prescribed public examination that the student is being prepared for at the school.
- Religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the student to school or to other premises where the Local Authority or Governing Body has arranged for the student to be provided with education).
- Practical resources where the finished product will be going home. The parents must know the charge for the product, which must not exceed cost price, in advance.
- Reward and social trips.
- Extra-curricular activities.
- Board and lodging for a student on a residential visit.
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

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.
- The cost of buildings and accommodation.
- 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 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 students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents / carers are unwilling or unable to pay the full charge.

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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

We are able to charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent / carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum.
- For a student who is looked after by a local authority.

6.4 Examination Fees

In line with the Education and Skills Funding Agency's guidance for young people, we may charge for post-16 examinations and resits if:

- The required attendance or completion of work has not been achieved.
- The student fails without good reason, to sit an examination that the school or local authority has paid for.
- A student resits an examination resulting from an initial examination failure.

6.5 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.6 Activities partly during school hours

In order to determine charges for an activity that is undertaken partly during school hours and partly out of school hours the 50% rule will be applied:

- Non-residential activities: if 50% or more is spent on an activity in school time (including travelling time, but excluding midday breaks) the whole activity is deemed to be inside school time and cannot be charged for.
- Residential activities: the number of half days is counted (a half day being any 12 hour period ending noon or midnight). If the number of days and half days spent on the activity is greater than the number of school sessions (morning and afternoon sessions) that a student would spend on a normal school day, the activity is deemed to take place outside school hours, and vice versa. Travelling time is included in the time spent on the activity. When departure or return time splits a half day then all the half day counts if more than 50% of the half day is used for the activity.

7. Voluntary contributions

We may wish to offer opportunities for students to broaden the range of experience in connection with certain curriculum areas during school hours. These opportunities might include a visit to a theatre, historic site, art gallery or museum or travel to or use of swimming pools.

These activities would be in support of the curriculum and therefore deemed desirable but not essential. Because they are not classed as requirements that we cannot charge for (as set out above), we are able to ask for voluntary contributions from parents / carers to fund activities or visits which would not otherwise be possible.

Voluntary contributions or provision of goods in kind may be requested from parents / carers for materials for practical lessons (e.g. Design Technology, Food Technology or other subject areas as the Governing Body may from time to time determine), if parents indicate in advance a wish to own the finished product.

There is no obligation for parents / carers to make any contribution, and no child will be excluded from an activity if their parents / carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may regretfully be cancelled.

8. Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents / carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190).
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit).
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits).

9.2 Third parties

Where activities are organised and charged by a third party e.g. independent tour operator, the school may provide full or partial remission of charges.

10. Damages

We will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

Charges for damages may include third party contractor costs, site team working time costs and materials.

Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability. Culpability of individuals with regard to damage liability will be established by:

- written statements of admission by those identified.
- corroborative written statements by witnesses.
- review of Closed Circuit Television (CCTV) footage.

Parents will be directly invoiced by the school. A staged payment period will be considered by the Business Manager on application and subject to mutual agreement. Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the Local Authority's legal department for recovery.

11. Equal Opportunities

The Headteacher will ensure that the school's equal opportunities policies are observed in implementing this policy. An equalities impact assessment has been completed and is included in appendix A.

12. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Business Manager annually. At every review, the policy will be approved by the Governing Body.

Appendix A. Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Charging and Remissions Policy		
2. Name of person(s) completing this form:	Marie-Anne Dowson		
3. Has the policy/practice been assessed to consider any potential impact on the equality groups? Yes			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
4. Equality Target Group (highlight):	Negative impact – it could disadvantage	Reason	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships	No significant impact.		
5.		Yes	No
Is the impact legal/lawful? Seek advice from your School link HR Advisor if necessary.			
Is the impact intended?			
Does this action/policy/procedure attempt to meet the aims of the public sector equality duty? (this should feed into your Single equality scheme & action plan)		Yes, No, or N/A	If yes, please provide details
Eliminate unlawful discrimination, harassment and victimisation			
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			
7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?			
8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?			
9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?			
10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.			
10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?			
A) No changes required.			
B) Monitor where remissions are offered amongst equality groups. Monitor take up of charged activities by equality groups.			
11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change? If yes please provide details below.	Yes		
Annual review and report to governing body.			