



Adopted by Full Governors 24.09.2020 Item 7e

CHARGING & REMISSIONS POLICY

September 2020

Review date	This policy will be reviewed every 3 years (next review date – September 2023)
Author	NTC Financial Services Steve Wilson, WBHS
Approved by	Finance and Premises Committee
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1. Introduction

This policy has been compiled in line with DfE advice and fulfils the requirements in law as per Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

2. General Principle and Legal Position

- 2.1 The Governing Body recognises the valuable contribution that a wide range of activities including school visits, after school clubs and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.
- 2.2 Whitley Bay High School reserves the right to levy a charge in any circumstances under statute as detailed in the following pages.
- 2.3 The general principle within the Education Act 1996 is that there will be no charge for any materials, books, instruments or other equipment or transport for use in connection with education if the education is:
- Within school hours (but excluding the mid-day break)
 - Required for the National Curriculum but out of school hours
 - The school will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or module.

3. Exceptions

Charges are permitted under the Act to meet the costs of the following:

- 3.1 Any materials, books, instruments or equipment where the child's parent wishes him/her to own them
- 3.2 Board, lodging and travel expenses for residential educational trips
- 3.3 Non educational trips
- 3.4 Music tuition and the attendant hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- 3.5 Materials/ingredients required to produce a finished product made in school (eg in art, design, food or technology lessons) where parents have agreed in advance that the finished article should be owned by the parent/carer or the student
- 3.6 Entering a student for public examination which is not prescribed in regulations, and for preparing the student for such an examination out of school hours
- 3.7 Entering a student for a public examination against the wishes of the school
- 3.8 Re-marking an examination paper where the re-mark is requested by the parent or the student
- 3.9 Re-sit costs of prescribed public examinations where no further preparation has been provided by the school
- 3.10 Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per student incurred.

4. Voluntary Contributions

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

5. Other Charges

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that students have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items, the school actively encourages parents and students to purchase them. Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.

6. Music Tuition

6.1 Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

6.2 The Charges for Music Tuition (England) Regulations set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

7. Damage/Loss to Property

7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, IT and digital equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower costs as the Headteacher may decide.

8. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance and Premises Committee.

9. Remissions

- 9.1 The Remissions Policy sets out the circumstances in which charges can be waived.
- 9.2 Residential Visits – If parents are in receipt of certain state benefits they will be exempt from the cost of board and lodging. The 'eligibility criteria' is aligned to that of Free School Meals. A child is eligible for Free School Meals if the parents receive:
- 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 you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit – if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- 9.3 Additionally parents may apply to the school for special consideration regarding financial support if they do not fall into one of the above. Parents should contact Jackie Patterson (PA to Headteacher) in such circumstances.

10. Responsibilities

- 10.1 The Governing Body is responsible for making and reviewing the policy.
- 10.2 The Headteacher is responsible for the implementation of the policy and ensuring that staff, parents and students know the details as appropriate.
- 10.3 Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g. Educational Visits Co-ordinator, Heads of Year, Heads of Department).

11. Monitoring and Review

The Headteacher will report to the Governing Body's Finance and Premises Committee on any relevant aspects of the working of the policy as appropriate