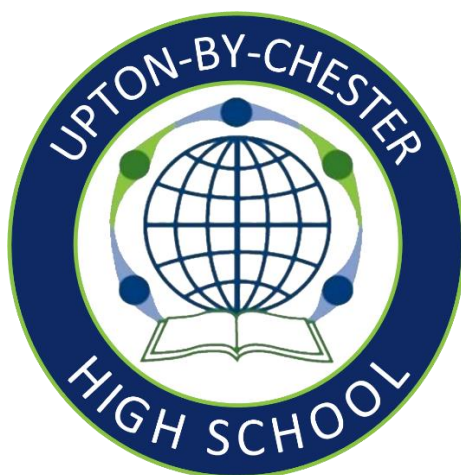


Upton-by-Chester High School

Charging & Remissions Policy



Policy Link	
SLT	Steve Hancox
Governor	David Rowlands

To	Date
Committee Finance and Buildings	5 October 2022
Full Governing Body	7 December 2022
Next Review	01 September 2023

'Learning to shape the future'

1. Introduction

The Governing Body acknowledges the right of every learner to receive free school education and understands that activities offered wholly, or mainly, during normal teaching time must be made available to all learners regardless of the ability, or willingness, of their parents/carers to help 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 a learner's education and aims to promote and provide such activities, both as part of a broad and balanced curriculum for our learners and as additional optional activities.

This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some learners from taking full advantage of the opportunities.

The Education Act 1996 (Sections 449-462), requires all schools to have a policy on charging and remissions for school activities, which must be kept under regular review. This policy will be reviewed on an annual basis and the date recorded at the end of the document.

2. Voluntary Contributions

If an activity cannot be funded without voluntary contributions, we will make it clear to parents/carers from the outset. All requests for voluntary contributions will emphasise their voluntary nature. No learner will be excluded from an activity on the grounds of his or her parents/carers being unable or unwilling to contribute. If insufficient contributions are received and the shortfall cannot be covered, the trip or activity will be cancelled.

3. School Visits

Visits To Fulfill Statutory Requirements

In the event of the school seeking to run a **day trip**, which is designed to fulfill a statutory requirement (i.e. any requirements of the national curriculum, religious education, or the syllabus of a prescribed public examination), no **compulsory** charges can be levied on parents/carers by the school. With the exception of those meeting the school's charging remissions policy criteria (see Section 9 below), parents/carers will be charged the actual cost of board and lodgings for any **residential trip** of this nature, regardless of whether the trip takes place inside or outside school hours.

Other Visits (Non-Statutory Requirements)

In addition to educational visits, the school frequently runs day and residential trips that are outside statutory requirements. Such visits may take place during or outside school hours.

DAY TRIPS

In the event of a day trip being organised where over 50% of it (including travelling time) will be during school hours (excluding lunch break), the trip will be deemed to be **in school hours**, which means that no **compulsory** charge can be levied for either activities or transport. Conversely, if over 50% of the time

to be spent on the trip is outside school hours, then the school will charge the **full cost** of the visit, as it is deemed to be an **Optional Extra** activity. Participation in any optional activity will be on the basis of parental/carer choice and a willingness to meet the charges.

RESIDENTIAL TRIPS

In the event of a residential trip being organised, the criteria for determining whether the trip is in school time or outside school time (i.e. optional extra), will be based on the percentage of half-day school sessions missed compared to the total number of half-days taken up by the visit (including travel). If the percentage of half-day school sessions missed is 50% or higher, then the trip is deemed to be taking place **in school hours**. As such no **compulsory** charges will be levied for either activities or transport. Conversely, if the percentage of half-day school sessions missed is under 50% then it will be classed as an **outside school hours** activity, the **full cost** of the trip will be charged.

A contribution towards on-line payments fees and administrative costs will be covered within the amounts being collected.

4. Examinations

A charge will be levied in respect of examination entries, or re-sits, for learners where the school has not prepared them for those particular examinations. The charge will be based on the cost of the examination entry plus any applicable centre administration fee.

Examination entry fees may be recovered from parents/carers if a learner fails, without good reason, to complete the requirements for any public examination for which fees have been paid by the school. Requirements may include coursework or the sitting of final examinations.

5. Music Tuition

The school, or other providers providing music tuition on its behalf (e.g. Edsential / self-employed tutors), will levy charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the tuition is not an essential part of either the National Curriculum or a public examination syllabus being followed by the learner. The cost of music tuition is subsidised by the school, with the subsidy being paid directly to the external provider by it. Some learners may qualify for free music tuition in accordance with the school's Remissions Policy (see Section 9 below).

6. Personal Photocopying

Providing staffing resources allow, a personal photocopying service can be provided at a current cost of between 4p for a single sided A4 greyscale photocopy to 22p per sheet for double-sided A3 colour copying.

7. Damage / Loss to Property

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

8. Replacement 6th Form Learner ID Cards

A charge may be levied to cover the cost of replacing lost 6th Form learner ID cards.

9. Remissions Policy

Parents/carers will be exempt from paying for board and lodging costs on residential visits that are designed to fulfill statutory requirements, if they are in receipt of any of the following:-

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit but not Working Tax Credit and have an annual income that does not exceed £16,190
- The Guarantee element of State Pension Credit
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In addition, no charge will be levied in respect of learners receiving music tuition whose parents/carers are in receipt of any of the above benefits or who qualify for Pupil Premium funding.

The remissions criteria outlined above are the same as those applied for determining Free School Meals eligibility. The Governing Body strongly encourages any parent/carer who is in receipt of such benefits, to claim their Free School Meals entitlement, which could also lead to the provision of additional funding to the school.

Financial support may be available to parents/carers from local based charities, such as the Chester Municipal Charities and the Dr Robert Oldfield Charity, towards the cost of educational activities and equipment/clothing etc. Further details are available from the school's Finance Office. The school may be able to offer limited financial support towards the cost of non-statutory school organised trips, which take place outside school hours, for Pupil Premium learners.

In exceptional circumstances, where the teaching and learning of a learner may be adversely affected, the Governing Body or Headteacher reserve the right to remit (wholly or partly) any charge which would otherwise be payable to the school under this policy.

10. Monitoring Arrangements

The school's Strategic Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Strategic Business Manager annually.

At every review the policy will be approved by the school's Governors' Finance & Buildings Committee.