



**KINETON HIGH SCHOOL**

**CHARGING AND REMISSIONS POLICY**

## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide and for those items where there may be a charge.

### **The School Day**

The school day is defined as 8.30am-2.45pm. The midday break does not form part of the school day.

### **Responsibilities**

The Governors will review the policy annually.

The Headteacher will ensure that staff are familiar with the policy.

Staff will apply the policy when organising activities on behalf of students.

### **Curriculum**

During, or outside of the school day, all activities that are a necessary part of the National Curriculum or subject specification plus religious education will be provided by the school. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Voluntary contributions may be sought for activities which involve the school in additional costs. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example, an evening theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the costs incurred including reasonable consideration for contingency and administration, divided by the total number of students participating.

There will be no levy on those who can pay to support those who can't or won't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

In the unlikely event of a surplus being made on an activity: balances of less than £10 per student will be carried forward for future similar trips or to the trip assistance fund; balances over £10 per student will be refunded.

### **Residentials**

For a residential activity taking place mainly during school time, or which meets the requirements of a syllabus for public examinations, or is to do with the National Curriculum or religious education, no charge may be made for either the education or cost of travel. This does not stop a voluntary contribution being sought.

Charges may be made for the board and lodging aspect of any trip irrespective of whether it is in or out of school hours. Parents who are in receipt of Universal Credit or Personal Independent payments, in addition to having a free school lunch entitlement, may be entitled to remission of charges for board and lodging.

Usual free school lunch entitlement verification procedures will be applied when considering remission of charges, with regard to eligibility rather than uptake.

### **Materials, Books, Instruments and Other Equipment**

Where a parent indicates in advance that a student wishes to own a finished article prepared in a practical subject which uses materials provided in school, a charge may be made that will not exceed the cost of the materials. Alternatively, parents may be asked to supply the materials in question.

Sales of other items which are to become the property of the student e.g. musical instruments, revision guides, art materials, stationery items, will be made at cost. Items belonging to the school and loaned to the student (e.g. text books) which are lost will be charged at replacement cost.

### **Examinations**

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school
- the examination is not on the set list but KHS agree for the pupil to take it
- a student fails without good reason (as determined by the School) to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Students requesting the remark of examination papers will be charged the current Examination Board Fee. This will be refunded by the examination board if the grade is improved upon.

Late decline (beyond the exam board deadline) of grades by students will be charged at the current Exam Board Fee.

Exam re-sit fees will be charged at cost.

### **Minibus**

The minibus will not make a profit for the school. Charges made will cover only actual costs incurred, including depreciation and will only apply to students of the school, school staff and parents.

### **Remission of charges**

In some circumstances, the Headteacher will remit (wholly or partly) any charge which would otherwise be payable in accordance with this Charging Policy with reference to the guidance set out below. Parents who would qualify for support are those families who are in receipt of eligible benefits (Universal Credit or Personal Independent payments), or who face sudden financial hardship.

Guidance for Remission of charges:

- Satisfactory information provided by parent/carer in writing to the Headteacher
- A contribution of at least 50% from parents (only reduced in very exceptional circumstances)
- Whether students have had assistance previously and continued assistance will prevent others receiving a contribution
- Whether families have multiple costs to meet as a result of siblings in the same year group wishing to participate in the same activity
- Whether families have multiple costs to meet as a result of siblings in different year groups
- Whether there are other specific sources of funding for families in particular situations (e.g. Young Carers, Looked After Children). We may recommend these to parents as a way of meeting costs.
- Requests for contributions towards overseas visits will only be considered where the activity has sound educational value directly related to the curriculum.

### **Music Tuition**

Music tuition fees are costed to include teaching, administration, wear and tear/replacement of instruments.

In cases of hardship the Headteacher will consider in her absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition. Fees are waived for those students in receipt of Free School Meals.

### **Sale of Uniform Items**

The school will organise the bulk ordering and payment of certain items of uniform on behalf of parents (e.g. summer shirts/ ties/blazers/ Sports College shirts). A charge will be made that includes the cost of supply and administration.

### **School Property**

The Governors reserve the right to make a charge to parents if their child's inappropriate behaviour causes damage to school property.

February 2017