

# HIGH SCHOOL FOR GIRLS



## Charging and Remissions Policy

**Reviewed and Updated: June 2018**

*This policy has been formally approved and adopted by The Governing Body at a formally convened meeting.*

Policy approved:.....*S.S. McKinlay*..... Date: .....*10.7.18* ,  
Sally McKinlay  
(Chair of Business Management Committee)

Date of Policy Review: .....June 2021.....

# **HIGH SCHOOL FOR GIRLS, GLOUCESTER**

## **CHARGING AND REMISSIONS POLICY**

The legal framework within which school activities may be subject to charging is contained within the Education Act 1996, s200 of the Education Act 2002, the Education (Schools and Further Education) Regulations, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999, DES Circular 2/89 Charges for School Activities and the Education (Prescribed Public Examinations) Regulations 2010. This policy sets the school's approach to charging for activities undertaken by students within the context of this legal framework.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all students are able to take part, irrespective of their circumstances. This is clearly stated in all letters to parent/carers concerning educational visits/trips in school time. If, however, insufficient voluntary contributions are raised to fund the visit, then it may be cancelled. The Governing Body of the High School has decided that until further notice, its policy will be as follows.

### **1. VISITS AND ACTIVITIES IN SCHOOL HOURS**

No compulsory charge may be made for visits or activities which take place during school hours. However, the school will request voluntary contributions up to the full cost per student of any visits and activities which require the payment of entry charges and/or travel costs where the visit or activity takes place wholly or mainly during school hours. If the visit is not financially viable it will not go ahead.

### **2. VISITS AND ACTIVITIES OUTSIDE SCHOOL HOURS**

For visits/activities outside school hours, e.g. during weekends school holidays or in the evening and is neither part of the student's examination course nor a necessary part of the National Curriculum, parents will be charged for all allowable costs. Allowable costs include but are not limited to:

- Transport
- Board and lodging for a student on a residential visit
- Materials, books, instruments, or equipment provided in connection with the activity
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide the activity, this includes supply teachers engaged specifically to provide the activity
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- Administrative costs incurred in the organisation of trips, costs of associated materials and equipment.

### **3. RESIDENTIAL VISITS DURING SCHOOL TIME**

The school will invite voluntary contributions from parents/carers to meet costs of board and lodgings but the charge will not exceed the actual costs.

### **4. REMISSIONS**

Parent/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodgings;

- Income Support
- Income based Jobseeker Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2014/2015)
- The guarantee element of State Pension Credit

### **5. RESIDENTIAL VISITS OUTSIDE SCHOOL TIME**

Residential visits outside school time are deemed to be an optional extra and as such parents/carers will be charged for the full cost of the visit, including all allowable costs (as above) and board and lodgings. If more students want to take part in a visit than the number of places available names will be drawn from a "hat". Those included in the draw will be all students who have made the payment by the deadline. Other optional extras include:

- Education provided outside of 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; or
  - c) part of religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education.

In calculating the cost of optional extras and an amount may be included in relation to:

- Any material, books, instruments, or equipment provided in connection with the optional extra
- Administrative costs incurred in the organisation of trips, costs of associated materials and equipment
- Support staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes 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 is an optional extra.

## **6. REFUNDS**

Where an activity makes an unexpected surplus the school will consider making a refund if the surplus exceeds £10 per student for day visits and £20 per student for residential visits.

Surplus' amounting to less than this will be used to offset those trips that unexpectedly overspend.

## **7. NON CHARGEABLE ACTIVITIES**

No charge will be made in respect of:

- Education provided 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 the school, or part of religious education
- Tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the student has been prepared for it at the school, and

## **8. CLASSROOM MATERIALS**

An annual charge will be made for materials, books, or equipment unless the parent/carer has indicated that they do not wish to own the final product eg Technology and Art Textiles etc.

## **9. EXAMINATION FEES**

The school will pay the entry fee for all prescribed examinations with the following exceptions:

- Where the Governors consider that there are educational reasons why the student should not be entered or where the parents/carers have so requested in writing
- Where the school has not prepared the student for that particular examination
- Where the student decided to resit an examination in order to improve the grade awarded
- If a student fails to complete (without good reason) the required coursework, or fails to attend the final examination.

## **10. RESCRUTINY OF EXAMINATION RESULTS**

Parent/carers will be charged for the cost of re-marking public examination papers, unless in special circumstances Governors wish to have the papers of a number of students re-scrutinised.

## **11. BREAKAGES/LOSSES**

In the event of breakages/losses eg broken windows/loss of text/library/exercise book the parent/carer will be charged up to the full cost of replacement.

## **12. WORK EXPERIENCE/COMMUNITY SERVICE**

There is no requirement for the school to meet the costs of students who travel direct from their home to an activity sanctioned (but not provided by) the school.

**13. PERSONAL PHOTOCOPYING**

Limited use of the school's reprographics equipment for personal reasons is permitted, however, any copying must be processed via the school office where it will be logged and charged at 5p per sheet for black and white and 10p per sheet for colour.

**14. PERSONAL PHONE CALLS**

Personal phone calls should be kept to a minimum and only be made if really necessary. If a member of staff needs to make an international call they should arrange this with the main office where it will be logged. Charges will be levied when the phone bill is received.

**15. SCHOOL LETTING FEES**

These are reviewed by the Governors on an annual basis and are available from the finance office.

**16. LOCKERS**

There is a charge of £5 in Year 7 for the use of a locker up to and including Year11.

A further charge of £5 will apply if a student wishes to have use of a locker in the sixth form. An additional charge of £2 is levied if a student wishes to purchase a padlock from the school.