

Charging and Remissions Policy

**North
Walsham**
High School

By:	K Jackson
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1. Amendment History

Author	Version	Reason	Date
Neil Powell	2	Personnel change	27/01/18

2. Linked Documents

Title	File Name	Location

This policy exists as Annex E to the NWHS Finance Policy and is approved and reviewed at the same time as that policy.

Charges for School Activities

Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours. These are the activities and materials for which the school charges:

- **Music tuition:** vocal or instrumental tuition, which is not part of the syllabus for an approved public examination, nor part of the National Curriculum. Charges may be made for tuition provided individually or in groups of any size, provided the tuition is provided at the request of the pupil's parent.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

As a School we cannot charge for the following travel costs:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

As a school we cannot charge for:

- 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, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

As a school we may ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute will not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to cover the shortfall the activity may be cancelled. Parents will be made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

It is the schools policy that no student should be denied access to any activity as a result of financial hardship. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Trip Organiser or Headteacher.