



## WEOBLEY HIGH SCHOOL

# CHARGING AND REMISSIONS POLICY

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In accordance with sections 449-462 of the Education Act 1996 (supplemented by the Education Act 2002 and the Education Act 2011), school governing bodies and local authorities, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment). The Charging and Remissions Policy considers charges that are applicable and minimises the financial barriers, which may prevent some pupils taking full advantage of the opportunities the school offers.

### 1. The school governing body **cannot** charge for:

- a) an admission application to the school;
- b) education provided during school hours (including supply of any materials, books, instruments or other equipment) ;
- c) 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 pupil is being prepared for at the school, or part of the school's curriculum for religious education;
- d) instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- f) examination re-sit if the pupil is being prepared for the re-sit(s) at the school.

### 2. The school governing body **can** charge for:

- a) any materials, books, instruments or equipment where the child's parent wishes him/her to own them;
- b) optional extras (see point 3);
- c) music and vocal tuition, in limited circumstances (see point 4); and
- d) community facilities (see points 7 and 8).

### 3. **Optional extras – charges may be made for some activities that are known as 'optional extras', these are:**

- a) education provided outside of school time that is not part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education;
- b) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- c) transport (other than transport that is required to take the pupil to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education);

- d) board and lodging for a pupil on a residential visit;
- e) extended day services offered to pupils (for example breakfast club, after-school clubs and supervised homework sessions).

The school when charging for 'optional extras' can include an amount in relation to:

- any materials, books, instruments, or equipment provided in connection with the 'optional extras';
- the cost of buildings and accommodation;
- non-teaching 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; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an 'optional extra'.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity and the cost will be divided equally by the number of pupils participating. The charge will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Participation in any 'optional extra' activity will be on the basis of parental choice and consent is mandatory. The parent/carer has to have a willingness to meet the charges or a pre-agreed concessionary rate. When any activity is arranged by the school, parents will be notified in writing of the criteria for allocating places if the trip has limited spaces.

#### **4. Music and vocal tuition**

The Charges for Music Tuition regulations 2007 allows for charges to be made for tuition either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Charges cannot be made if the teaching is either an essential part of the national curriculum, or if the pupil is looked after by a local authority (section 22 of the Children Act 1989). At Weobley High School, music tuition is arranged between the peripatetic tutor and the pupil, with the consent of the pupil's parent. The tutor will invoice the parent directly and they are liable to make payment directly to the tutor.

#### **5. Voluntary Contributions**

There is no legislation that prevents the school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. If the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents from the outset. No child will be excluded from an activity because his/her parent(s) are unable to contribute.

#### **6. Damage or 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 a lower cost may be set at the decision of the head teacher. This charging criteria also applies if the wilful damage, neglect or loss of property is concerning items belonging to a third party.

#### **7. 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 is reviewed annually and is determined at an hourly rate, plus insurance if required and where proof cannot be provided by the hirer for the appropriate level of public liability insurance. The business manager will ask for a lettings form to be completed and the hirer will be invoiced for the event/hall hire.

## **8. School minibus**

We reserve the right to recover some or all of the costs of running our minibuses, including loss of value if they are hired by other parties. We reserve the right that if any insurance claim is made against the school minibus whilst in the possession of a third party hire; they are liable for paying the insurance excess. Full details are within our Minibus Policy, which is held and administered by the business manager. The school minibus (exceeding 3.5 tonne weight limit) can only be hired with the appropriate D1 category on the proposed driver's licence and proof of the licence is required by Weobley High School.

## **9. Additional considerations**

The school can arrange for parents to pay in instalments for charges raised. This information will be published with an appropriate lead time, in order to minimise an unnecessary burden on family finances. The arrangements will be pre-agreed with the business manager and if necessary the school can allow instalment payments to exceed beyond the date of the trip/activity with prior consent from the school.

## **10. Remission**

The governing body at Weobley High School agree that some activities where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Consideration for remission would apply where parents are in receipt of Income Support / Income Based Jobseekers Allowance / Child Tax Credit / state Pension Credit. The school requests that evidence is provided, when application for remission is made. The governing body reserve the right to help with some costs in exceptional circumstances. The school also reserves the right under the conditions of the funding, to not use Pupil Premium funding for eligible students to assist with trips or optional extra charges, unless they are part of the pupil's education as per point 1 when charges cannot be made.

**Revised:** 6<sup>th</sup> March 2017  
**By:** Christine Bryan  
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**Approved by Governors:** \_\_\_\_\_