



## Broughton Hall Catholic High School

# CHARGING AND REMISSIONS POLICY

### Statement from Governors

The Governing Body of Broughton Hall Catholic High School believe in the highest quality of provision for our students and we seek to allocate resources appropriately and within guidelines to ensure that best value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered student for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

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### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher is responsible for implementation. Any determinations with respect to individual parents will be considered by the Head Teacher in accordance with delegation by the Governing Body.

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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;
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place 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;
- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- Transport provided in connection with an educational trip;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

## **Publication of Information**

A summary of this policy is available on the School's website.

## **Charges**

Charges will be levied in the following areas:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - I. travel associated costs
  - II. materials and equipment
  - III. non-teaching staff costs
  - IV. entrance fees/activity fees
  - V. insurance costs
- individual tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by students.

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. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

- **Materials.** Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, however if the pupil forgets, the school provides the ingredients and levies a charge.

Textbooks are provided free of charge, however in some subjects, additional revision guides are available, for which a charge is made.

***Where a charge has been determined for board and lodging on a school trip :***

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- a) Income Support
- b) Income Based Jobseekers Allowance
- c) Support under part V1 of the immigration and Asylum Act 1999
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

**Voluntary Contributions**

Parents may be invited to make a voluntary contribution towards the following:

- Activities within a curriculum area
- Support education trips and visits
- Associated travel costs

The terms of any request made to parents will specify that the request for a voluntary contribution does not represent a charge. In addition

- the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Curriculum Team Leaders/Leadership team within the school.

**Remissions**

The Head Teacher may decide not to levy charges in respect of a particular activity, if she feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

- a) The education provided on that trip cannot be charged for; and
- b) The pupil's parents/carers are in receipt of Income Support, Child Tax Credit (provided that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed the current limit), the guaranteed element of State Pension Credit and Income Related Employment & Support Allowance (introduced from 27 October 2008) or Income Based Jobseeker's Allowance.

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| Date of Policy approval | <b>October 2016</b>  |
| Date of Policy review   | <b>October 2017</b>  |
| Policy to be approved   | <b>Exec &amp; Finance Committee &amp; Full Governors Committee</b> |