



Ribston Hall High School

Charging and Remissions Policy

Date of Policy: January 2021

Person(s) responsible: Headteacher

Date of next review: January 2023

1. Statement of Intent

Ribston Hall High School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE. We promise:

- Not to charge for education provided during school hours
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions

2. Legal Framework

This policy will have consideration for, and comply with, the following legislation and statutory guidance:

- The Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governors' Handbook'
- The Trust Funding Agreement

3. Charging for education

We will not charge parents for:

- Admission applications
- Education provided during school hours

- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination resit(s) if the pupil is being prepared for the re-sit(s) at the school

We will charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities
- Examination fees where the pupil has not been prepared for the examination at the school

4. School Meals

There is no charge for pupils entitled to free school meals. Pupils not entitled to free school meals will be charged.

5. Transport

Parents are required to make their own transport arrangements to and from school. There are a number of transport providers running to Ribston Hall High School and costs are paid directly by the parent to the transport provider. Some families may be eligible for free school transport and enquiries should be directed to the local authority, by using the following link:

<http://www.gloucestershire.gov.uk/schooltransport>

6. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- Part of the national curriculum, e.g. sports matches against other schools
- Part of the syllabus for a public examination that the pupil is being prepared for by the school

Optional extras

We will charge parents for the following optional extras:

- 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
 - Part of our Religious Education provision
- Extra-curricular activities which incur costs in respect of staffing/equipment/venue

- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, entrance fees to establishments and attractions
- Insurance
- Supply staff engaged to provide the optional extra
- Associated staff training
- Any materials, books, instruments or equipment in connection with the optional extra
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

The Finance and Operations Manager will decide when it is necessary to charge for optional activities.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

7. Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to contribute, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

8. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Private music lessons can be facilitated in school, during the normal school day but the contract is made between the parent and the Peripatetic Music Teacher providing the lesson with payments made directly to the Teacher by the parent.

9. Residential Visits

We will not 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 prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- The cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Compulsory travel costs where the residential activity is classed as being within school hours
- Compulsory residential activities that take place during school hours

We will charge for board and lodging – but the charge will not exceed the actual cost.

Travel charges will apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit costs per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover the shortfall.

Activities may be charged, for residential activities that fall outside of school hours.

10. Education *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be as outlined in section 3. Travelling time is included in the time spent on activity.

Where the majority of a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternative provision for those pupils not participating. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging for the activity will be as outlined in section 6.

11. Damaged or lost items

Where school property has been wilfully damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or equipment.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged for the damage, the school may charge some or all of the cost to those responsible.

The Headteacher will decide whether or not to recover the costs dependent on the situation.

12. Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received
- Guaranteed element of State Pension Credit
- Income related employment and support allowance
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit
- Free School Meals
- Pupil Premium
- Service Premium

The Headteacher and Finance and Operations Manager will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for curricular activities and pupils and this will be determined by the Headteacher and Finance and Operations Manager. For further details of support please see the Pupil Premium policy.