



**Tile Hill Wood School & Language College**

*Enjoy, Achieve, Aspire*

**CHARGING AND  
REMISSIONS POLICY**

Approved by Governors November 2012

## ***Aim***

To ensure that the charges made by the School are fair and inclusive, whilst ensuring that the School's finances are protected.

Signed: \_\_\_\_\_  
(Chair of Governors Finance, Resources and Audit Committee )

Created: 1993

Updated and Approved by Governors: November 2012

Review Date Due: November 2014

## CHARGING FOR SCHOOL ACTIVITIES

### **Education**

The Governing Body **will not** charge for:

- an admission application to the School;
- 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 pupil 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
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The Governing Body **will** charge for:

- examination fees: if a student has not regularly attended the lessons for a particular exam subject, the exam fee may be requested.
- any materials, books, instruments, or equipment, where the student's parent wishes them to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see page 4).
- Deliberate damage to property and equipment (as set out in the Discipline Code).
- Stationery items/publications and equipment for subjects as sold via the School Finance office and departments.
- Academy trips and residential: all costs.

- Activities outside Academy hours: all costs.

### **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- 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;
- The cost of entering a student for a public examination not prescribed in regulations, and for preparing the student for such an examination outside school hours.
- Re-sits of prescribed public examinations where no further preparation has been provided by the School.
- Private entries will be charged an administration fee of £60 per subject, in addition to the normal exam entry fee.
- Students requesting the remark of exam papers will be charged at the current Examination Board fee.
- transport that is not required to take the student to school or to other premises where the Governing Body have arranged for the student to be provided with education; and
- the cost of loaning School equipment and instruments.

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

- any materials, books, instruments, or equipment provided in connection with the optional extra;

- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

It does therefore include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge does not include the cost of alternative provision for those students who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

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

### **Voluntary Contributions**

Nothing in legislation prevents the Governing Body from asking for voluntary contributions for the benefit of the School or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body makes this clear to parents at the outset. The Governing Body also makes it clear to parents that there is no obligation to make any contribution.

It is important to note that no student will be excluded from an activity simply because her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. The School will ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. The School will make it clear to parents at the outset what the policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents will not be made to feel pressurised into paying as it is voluntary and **not compulsory**. The School will

also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

### **Residential Visits**

The Governing Body **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, 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; and
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The Governing Body **will** charge for:

- board and lodging and the charge must not exceed the actual cost. Board and lodging on residential visits during school time. Please note that a cancellation policy is in place whereby if a parent agrees to their child taking part in a School trip and then cancels at a later stage.
- An administration fee of £1 for day events and £10 for residential trips.

Consideration will be given by the School to parents in receipt of the following benefits:

- Income Based Jobseekers Allowance (IBJSA);
- Employment and Support 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 2012/13);
- the guarantee element of State Pension Credit.

Please note that Working Tax Credit is not a criteria.

Discretion can be exercised by the Headteacher or Governors about use of the Hardship Fund to contribute towards trips.

## **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition.

Charges are made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.

The Contract Agreement signed by parent/guardian and the Head of Music states that the tuition is booked for a full year and can only be cancelled in writing giving at least a term's notice. Parents should only sign a contract for Music Tuition if they are able to pay in advance.

Music Tuition will only be provided if fees have been paid in advance. Students who arrive for music tuition will be refused if their fees have not been paid. Invoices are raised by the end of term for the forthcoming term.

Debtors who do not pay invoices for services within the agreed timescale, will be referred to the Small Claims Court for further action. This includes staff, other schools and other City Council Departments. Any additional costs incurred by the School in taking this action will be passed on the Debtor concerned.

This clause is included in the Music Tuition Contract Agreement, which is signed by the parent/guardian of the student receiving tuition. It is also included on the School's invoicing system.

Students whose parents are in receipt of specific benefits may be eligible for subsidised lessons, at the discretion of the Head of Music.

Students will be charged £5.00 per term for the hire of instruments.

## **Transport**

The Governing Body **will not** charge for:

- 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 has arranged for students to be educated;
  - transport that enables a student to meet an examination requirement when s/he has been prepared for that examination at the School; and
  - transport provided in connection with an educational visit.
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- The Governing Body will charge for transport in connection with a non National Curriculum based visit or activities.

## **Charging and Remissions Policies**

No charges can be made unless the Governing Body of the School or Local Authority agreed this charging policy which gives details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

The remissions policy must set out any circumstances in which the School propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a School may decide to provide an Italian language evening class as an optional extra. The Governing Body may decide to reduce the cost for those students whose parents are in receipt of certain benefits.

## **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the student is being prepared for at the School and not part of religious education.

## **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening), whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

### **Example 1: Visit during school hours**

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

### **Example 2: Visit outside school hours**

Students are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## **Charges for freedom of information requests**

The Freedom of Information Act 2000 came fully into force on 1.1.05. The DFES recommends that Schools respond to straight forward requests for free and charge where the costs are significant.

## **Charges to staff for loan of School equipment**

Staff will be charged for the personal use of equipment such as carpet cleaning equipment, where there is wear and tear on the machinery and use of chemicals. A nominal fee of £15 will be charged to staff using such equipment.