

## CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES

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### INTRODUCTION

Under the provisions of the Education Reform Act 1988 charges cannot be made to provide education during school hours. However, voluntary contributions may be invited from parents in certain cases and, in the one exception, charges may be made for musical instrument tuition.

This document defines the Governing body's policy in relation to charging for school activities.

### OBJECTIVES

Activities taking place during school hours are free of charge. School hours are 8:30am to 2:45pm, Monday through Friday, but breaks do not form part of the school hours.

Any activity of which **more than half** takes place in school hours is defined as taking place **wholly** in school time. Similar rules apply to residential activities, details of which can be seen at school upon request.

It is the Governing Body's objective to make every effort to provide maximum educational opportunities to the pupils within its delegated budget. However, where any activity is likely to absorb additional resources to the detriment of the curriculum in general, then voluntary contributions will be invited, or, as a last resort, the activity will be discontinued.

**Note:** Those activities where a charge may be made for musical instrument tuition, where voluntary contributions may be invited and where activities are undertaken **outside school hours** are set out in the next section of this policy.

### PRACTICE

#### a) Curriculum Activities

All activities taking place during school time are free of charge and all necessary materials, books and instruments will be provided from school resources except in cases identified elsewhere in this policy. Parents/guardians remain responsible for providing suitable writing equipment, clothing and footwear for all school activities including Physical Education. The school will provide any essential safety clothing, for example in Design and Technology.

#### b) Food Technology

Some activities, which broaden the curriculum and make it more interesting for children are expensive in materials and ingredients. An example of this is Food Technology. Pupils will be expected to bring in ingredients to enable them to take home the finished product.

#### c) Work Experience

Parents will bear the cost of transport between home and the Work Experience Placement of their child. For exceptional placement, the school may make a contribution.

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**d) Residential Field Trips**

They take place each year: for example, use of the residential facilities at Marwell and exchange visits to France. No charge is made for tuition on these courses. However, a charge will be made for board and lodging during a residential course, and a contribution towards the cost of travel will be invited. Parents or Carers in receipt of Income Support or Family Tax Credit may, on application to the Headteacher, have a proportion of the board and lodging charge remitted by the Governors provided the course takes place in school time or is part of the National or Examination Curriculum.

**e) Day Visits (wholly or mainly during the school day)**

For day visits mainly during the school day, which reinforce part of the school curriculum (e.g. supplement aspects of learning that exist in our schemes of work and which are offered to all pupils studying that course) our parents will be asked to make a voluntary contribution to cover the cost of transport, entrance fees, insurance costs, equipment/resources and specialist instructor time. The school will fund additional supply teacher costs. No pupil will be excluded because of their parents' inability to pay. The visit will go ahead if 'the vast majority' of the costs are raised by parents' voluntary contributions.

**f) Extra Curricular Activities**

From time to time, activities may be offered to pupils outside school time. If these activities form part of the National Curriculum, or a recognised examination course, they will be free of charge. An example is a visit to Stratford-on-Avon to see an RSC performance of a Shakespeare play; voluntary contributions will again be invited.

If the activity is outside the National or Examination Curriculum, it is defined as an optional extra and a charge will be made to cover the actual costs incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the charge levied. Such activities could include Geography field trips in holiday time offered to pupils as an extra activity or a visit to the bowling alley with a mentor.

Any monies paid towards trips are treated as non-refundable. If a substitute can be found then this may allow some monies to be returned.

**g) Musical Instrument Tuition**

This is the only exception to free education in school time. The Governing Body may make a charge for this as long as the tuition is not an essential part of the National Curriculum or a set examination syllabus being followed by the pupil. However, at the present time does not do so.

**h) Additional Tuition**

Occasionally during the year, the school may engage the services of professional groups to enrich and extend the opportunities available to pupils. If the school deems this part of the curriculum relevant to a particular scheme of work they will offer this opportunity to all appropriate pupils.

**i) Examinations**

Pupils will be entered for public external examination in all courses they have studied unless the Governors or Headteacher offer educational reasons why this would be inappropriate. The school will pay for all pupils to enter a public examination in all subjects for which they have been prepared by our staff. We will provide one entry per subject for pupils in their final year of an external examination course. However, if a pupil fails to complete the required number of module tests over the study period or fails to complete the specified coursework requirements or fails to attend the full

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terminal examination itself then the school will require the parents to meet the full examination costs for that specific entry. In addition parents will be required to pay a deposit against future examination entry. The deposit required will be based on the individual exam being taken and will be between £7 and £27. All deposits will be refunded in full providing the candidate has not broken rules laid down and attempts the examination in any subject in that academic year.

Parents will also be required to pay for the full cost of re-scrutinising results by the Examination Boards if specifically requested by the parents. They will also be required to fully fund the cost of entering pupils for an examination where the pupils have not been prepared by our staff.

**j) Recovery of Certain Other Costs**

The Governors wish to use the funds available to them in the most effective way for all children. They will therefore seek to recover costs from parents or carers of children who either:

- Cause wilful damage to school property or
- Misuse or lose school materials including books
- School will seek to gain payment by using any monies paid in by a parent for any activity/trip etc. to offset part or all of the debt.

The school may choose to waive payment for wilful damage if the student were to undertake community service to a similar value, worked out at the usual rate of pay for a 15 year old.

**k) Remission Policy**

Remission of board and lodgings charges will be considered for pupils whose parents receive Income Support or Family Tax Credit if an activity takes place during school hours; or is out of school hours but covered by requirements relating to prescribed examinations syllabuses, or studies relating to the National Curriculum, or duties relating to Religious Education. In cases of extreme hardship the Headteacher will have the discretion to ask parents to contribute only a proportion of the cost of any school visit.

**l) General**

Details of all activities for which a contribution is sought, or a charge made, will be circulated to Parents or Carers well in advance of the activity. The Governors hope that Parents or Carers will be as helpful as possible in making contributions and supporting fund raising activities.

**m) Implications for Whole School Development**

The school needs to review annually the size of the contribution required for Technology subjects. The peripatetic Music activities need to be reviewed annually with a view to determining the size of the school contribution in order to maintain these lessons and music groups.

**n) Havant Federation of Schools activities**

Where a pupil is studying a course at another school through the Federation, the school will attempt to provide transport to the venue, but Parents or Carers must provide return travel. In some cases the school may not be able to provide outward travel, in which case, after due notification, parents may need to provide this also.

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**Appendix 1**

It is important to stress that although the school cannot require parents to pay for part or all visits, residential or not, it can ask for voluntary contributions. It would, therefore, be quite in order for the school to ask parents, in a letter to contribute towards the overall cost of the visit; providing it can demonstrate that it has spent this overall total in organising the visit.

The letter might contain a paragraph such as:

“Subject to there being sufficient funds to cover the costs, we propose to provide the following visit for pupils in Year 8. The suggested contribution is £\_\_\_\_\_, this includes board and lodgings, travel, insurance, all meals and entrance fees. If you would like your child to take part in this visit please .....