



## CHARGING AND REMISSIONS POLICY

### Background

The 1988 Education Reform Act sets out to maintain the right to free education, when activities taking place wholly or mainly during normal teaching time. However, the act does allow for schools to invite voluntary contributions for any activity.

### Provisions of the Act

#### 1. SCHOOL VISITS AND OTHER ACTIVITIES

- 'During School Hours'

Education during school hours, i.e. when the school is in session (but not including the lunch break) must be free.

Transport must also be provided free.

The Governors have decided not to charge for individual music tuition. This policy will be reviewed annually. The school will charge however, for entry to music examinations, unless they are for public examination or part of the National Curriculum.

- 'Out of School Hours'

The school will not charge for education which is wholly or mainly out of school hours if:

- it is public examination or part of the National Curriculum
- part of the statutory requirement of Religious Education

The school can charge for Board and Lodging on residential visits. Other activities are considered optional extras and the school may make charges, though does not have to, provided:

- agreement from parents/carers is obtained
- the charge to the pupil does not exceed the cost, and
- there is no element of subsidy (e.g. including the cost of accompanying adults) unless parents/carers are informed and agree to the subsidy
- 'Partly during School Hours'

If more than 50% of the time is during hours it is considered to be 'in school hours' and no charge will be made. If less than 50% is during school hours it is considered to be 'out of school hours' (see above).

For residential visits the 50% rule will apply but it is calculated on the number of half days of school time taken up by the activity.

## **2. PUBLIC EXAMINATIONS**

The school will not charge for any books, materials, instruments or equipment related to courses taught at the school. The school will not charge for entry to a prescribed public examination.

Where the school has not prepared the pupil for an examination, e.g. Following parental request to be examined on a home language not taught at the school or pupils taking resits, the school may make a charge.

The cost of re-scrutiny will be passed on if the re-scrutiny is at the request of parties other than the school. If the re-scrutiny is at the school's request, the school will bear the cost. In addition, if, following entry agreement, a pupil fails to complete the coursework element; the cost of entry and examination will be passed on. If following entry agreement the pupil fails to attend the examination, and is unable to provide a medical note or other acceptable mitigating circumstantial reason, the school may recover the examination and entry fee.

## **3. VOLUNTARY CONTRIBUTIONS**

The school may seek voluntary contributions. The information sent to parents/carers must make it clear that they are entirely voluntary; although it can also be made clear that the activity may not take place if insufficient voluntary contributions are received. The School Visits policy has a model letter with an approved form of words which should be used when requesting voluntary contributions.

No pupils may be excluded from an activity **if it takes place** because of an inability to pay a voluntary contribution.

## **4. BREAKAGES**

The act does not cover breakages or fines. The school may ask parents/carers to pay for the cost of damage to the school, its property and equipment and that of other pupils or staff.

## 5. OTHER CONSIDERATIONS

- Technology materials. A charge may be made only if the parents/carers/pupil want to own the finished product.
- School trips abroad. A charge may be made, as it is likely to be mainly out of school hours. There may be an issue concerning the inclusion of the cost of supervising adults in the fee to the pupils. The parents/carers must be informed and must agree to the subsidy.
- Trips into Birmingham. The cost of travel if not provided by the school, and if travel is from home (e.g. bus/train fares) may be passed onto the parents/carers.
- Field trips must be in connection with a prescribed examination. It is not possible to charge for transport, though a charge can be made for board and lodging, if appropriate.
- School Teams. It is not possible to charge school teams for transport to matches.
- A proportion of the cover cost is added to the trip cost if essential for the course.

## 6. REMISSIONS

Parents will be informed that, if they feel they are unable to meet the cost of the visit or activity, they may apply for a subsidy from the school by contacting the Headteacher or a Deputy Headteacher. There is no statutory figure and the exact amount will be decided by mutual agreement. This may be 100% or lower.

**Approved by:**.....

**Signature:**.....

**Position:**.....

**Date:**.....