



Hawkey Hall High School

POLICY NAME: Charging & Remissions Policy

ADOPTED: Summer 2022

REVIEW PERIOD: to be reviewed annually

SIGNATURE: _____

W. Frackley

Chair of Governors

CHARGING POLICY IN CONNECTION WITH EDUCATION AT HAWKLEY HALL HIGH SCHOOL

1. General

- 1.1. This policy reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DfE “Charging for School Activities” (May 2018)
- 1.2. The policy makes the distinction between those school activities and school visits undertaken at Hawkley Hall High School (“the school”) for which the Local Governing Body is prohibited from charging and those school activities and school visits for which it is permitted to charge.
- 1.3. A charge is a payment that must be made on behalf of the student for the relevant school activity or school visit. A voluntary contribution is a payment made on behalf of a student for a school activity or school visit that contributes to the costs the school incurs in providing the activity or trip.
- 1.4. The Local Governing Body recognises that without significant levels of voluntary contributions the number of trips and visits organised by the school would not be financially viable and that such trips play a vital role in the enrichment of students.

2. Prohibition of Charges

2.1. The school will not charge in respect of the following:-

(a) Admission

No charge shall be made in respect of admission to the school. The only circumstances where this does not apply is when admission is for the purpose of –

- part-time education suitable to the requirements of persons of any age over compulsory school age;
- or
- training for members of the school workforce.

(b) Provision of Education

All education provided during school hours is free to a student who is a registered student at the school. There are some exceptions which are:-

(i) Music Tuition –

- Charges may be made for vocal or instrumental tuition provided either individually, or to a group of two or more students, provided that the tuition is provided at the request of the student’s parent.

- The school will not charge if the teaching is part of the national curriculum; where the tuition is part of the syllabus for a public examination for which the student is being prepared for by the school.
- If the student is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge will be made.

(ii) Education provided outside of school hours -

- No charge will be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the student is being prepared for at the school; or part of religious education.

(c) Education provided partly during and partly outside school hours

- (i) Where an activity takes place partly during and partly outside school hours a charge will only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a student is being prepared for at the school and not part of religious education. This does not prevent the school from seeking a voluntary contribution from parents towards the cost of the activity and the school will decide whether this is appropriate in respect of each trip. Further details regarding this are contained in section 4.

- (ii) The basis for determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated as provided during school hours. In any other case so much of the education provided during that period as is provided during school hours shall be treated as provided outside school hours. School hours do not include the break in the middle of the day.

“Connected school travelling time” means time spent during school hours by the students taking part in the activity concerned in getting to or from the place where the activity takes place.

- (iii) Where any education is provided on a residential trip if the number of school sessions taken by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening).

(d) Examinations

- (i) Charges will not be made in respect of an entry of a registered student at the school for a prescribed public examination in any syllabus for that examination for which the student has been prepared at the school. There are however some exceptions to the rule and these include:

In terms of wasted fees where the Local Governing Body of the school have paid or are liable to pay a fee in respect of the entry of the student at the school for a public examination in any syllabus for that examination and the student fails without good reason to meet any examination requirement for that syllabus the school may recover the amount of the fee from the student's parent.

(e) Incidental Charges

- (i) A parent of a student registered at the school will not be charged for or asked to supply any materials, books, instruments or other equipment for, use in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the student has been prepared at the school.
- (ii) Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the student, where the parent has indicated in advance of the payment that they wish the article to be owned by the student/parent.
- (iii) Charges will not be made for transport provided for a registered student where the transfer is either incidental to the statutory education provided for the student at the school or is required to allow a student to meet any examination requirements for any syllabus for a prescribed public examination for which the student has been prepared at the school.

For these purposes, transport is incidental to statutory education provision if it is provided for the purpose of carrying such students to or from any part of the school premises in which education is provided or, to and from any place outside the school premises where such provision is made.

3. Permitted Charges for Student Activities

3.1 Charges may be made for some activities that are known as "optional extras".

Optional extras are:

- (i) 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;
 - (c) part of religious education.
- (ii) Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;

- (iii) Additional transportation costs, which are not incidental to the education provided to registered student;
- (iv) Board and lodging for a student on a residential trips
- (v) Music and Vocal Tuition in limited circumstances;
- (vi) The provision of facilities that can be used by the local community such as out of hours/holiday child care, summer school and sports club.

Any charge that is raised will be payable by the parents of the student concerned and will not exceed the actual cost of providing the optional extra.

3.2 Parental requests for the checking of Public Examination results or resit entry fees.

The full cost of checking or entry fee will be borne by parents making the request. In the case of appeals, this cost to be reimbursed if the appeal results in a revision of grade awarded.

3.3. Non-prescribed Public Examinations and non-entries

The cost of the entry and preparation for non-prescribed examinations, and the cost of entry in those cases where the school is not willing to make an entry, will normally be charged to the parent/guardian of the pupil. Only after the charge has been met will the entry be made.

3.4. Cost of wasted Public Examination Fees

The school and/or the Governing Body will exercise the right to recover the cost of such entries from the parent(s) of students concerned where a pupil has failed, without good reason, to complete examination requirements for the public examinations, and where the initial entry fee has been met by the school.

3.5. Public Examination Appeals

Where a parent feels that an appeal is necessary, but the school does not support that appeal, the cost of the appeal in those cases will normally be charged to the parent/guardian of the pupil. Only after the charge has been met will the appeal be made, if within the exam board deadlines. If the appeal results in the increase of the grade that fee will be reimbursed to parents (see examination entry & appeals policy).

3.6. Cost of Breakages, Damage and Loss of Books, Materials, Equipment and School Fabric and Fittings arising from Pupil's Behaviour

The parent(s) of students occasioning such damage, loss, etc. will be charged according to the value of the item(s) concerned.

4. Voluntary Contributions for Student Activities

- 4.1. The school may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions it will be made clear to parents at the outset of the fact that the activity may be cancelled if insufficient voluntary contributions are received.
- 4.2. It will be made clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.
- 4.3. The information sent to parents regarding a visit or activity will make it clear at the outset what the policy for allocating places on the school visit will be. Places may be allocated on the basis (i) of a reward for attainment, behaviour, attendance or some other reason (ii) first come- first served (iii) random selection (drawing from a hat) (iv) or for any other reason designated by the Headteacher or Head of School.
- 4.4. For trips where the school is permitted to make a charge the allocation of a place may be withdrawn if payment for the trip is not made in accordance with the required payment schedule.

5. Charges for Community Use

- 5.1. The School may make charges to members of the public, organisations, businesses and others for the use or hire of any facilities or resources in accordance with the rates set by the Headteacher.

6. Charges for Miscellaneous Activities

- 6.1. The School may charge third parties, other than current students, for any items or service where it is not prohibited by law from doing so and where in the opinion of the Headteacher or Head of School it would be reasonable to do so.