

# Bedford High School

A specialist Business and Enterprise College

To Care To Learn To Achieve



## Charging & Remissions Policy

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## **INTRODUCTION**

Section 457 of the Education Act 1996 requires that every Governing Body shall determine and keep under review a policy for charges in connection with 'Education' at school.

This policy statement makes the distinction between those activities undertaken at Bedford High School for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and make available such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Prohibited charges**

This school is prohibited from raising a charge in respect of the following:

#### **1. Admissions**

No charge shall be made in respect of admissions to the school. The only circumstances where this may apply is when:

- Part-time education is being provided to individuals over school age.
- Full-time education has been provided to persons over 19 year of age.
- The provision of Teacher training.

#### **2. Provision of Education**

As part of its statutory responsibilities, this school will not charge for the education of registered pupils at the school for education provided during normal school hours -

With the exception of:

- Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils, unless the tuition is part of a syllabus for public examination for which the pupil is being

- prepared by the school, or part of the implementation of the National Curriculum. This also applies to tuition for playing a musical instrument when the tuition is required as part of the syllabus for which the pupil is being prepared for public examination.
- If the music is provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

### **3. Education provided partly during and partly outside school hours**

Unless there are exceptional circumstances whereby education provided to pupils, even a residential trip, falls significantly outside of normal school hours, then the school will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

### **4. Examinations**

Charges cannot be made in respect of entry of a registered pupil for a prescribed public examination, for which the pupil has been prepared at school, unless the school have paid the examination fee and the pupil fails, without good reason, to meet any examination requirement for that syllabus. In such circumstance the school may recover the amount of the fee from the pupil's parents.

### **5. Incidental charges**

The parents of pupils registered at the school may not be charged for or asked to supply materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.

Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school or is required to allow a pupil to meet examination requirement for any syllabus for a prescribed public examination for which they have been prepared by the school.

For these purposes, incidental to statutory education provision is defined as transport to and from any part of the school premises in which provisions made for these pupils, or, to and from any place outside the school premises where such provision is made.

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 pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

## **6. Damage of school equipment/ property**

It is usual in circumstances where a pupil is found to have damaged school property deliberately that a contribution is sought from parents towards the cost of repair. The school may raise a charge to parents of pupils concerned for the following:

- Deliberate damage to school equipment.
- Damage to the building/ fabrication (inside and out) including vandalism/ graffiti in classrooms, dining rooms, sports hall, dance studio, corridors and toilets.
- Damage to the school site and surrounding grounds including paving areas, astroturf, security gates, grassed areas, trees, shrubs, picnic benches and waste bins.

## **7. Permitted Charges**

The school may raise a charge to the parents of pupils concerned for the following: -

- Board and lodging provided to a registered pupil on residential trip;
- The provision of extra curricular activities out of school hours such as sports clubs, summer schools, youth clubs, childcare and other services.
- Additional transportation cost, which are not incidental to the education, provided to registered pupils.
- Examination costs where a pupil has failed to meet the examination requirements of the syllabus.
- Where incidental charges are raised the amount payable by the parent will not exceed the actual cost of the item provided (i.e. supply of stationery items, additional/ useful resources).
- Uniform costs where the item has been provided by the school. Again this will not exceed the actual cost of the item provided.
- Deliberate damage to the school building/ school equipment.

## **8. Voluntary Contributions**

Schools 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 the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

## **9. Remissions Policy**

Where the parents of a pupil are in receipt of income support or universal credit, the Governing Body may remit in full the cost of board and lodging for any residential activity that it organises for the pupil, if the activity is deemed to take place within the school hours, or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full.

Any concessions made will be at the discretion of the Finance Manager and/or Headteacher.