



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: **Charging and Remissions Policy**

SLT LINK MEMBER: **Shaun Willis**

GOVERNORS SUB COMMITTEE: **P & R**

This policy was adopted/updated: July 2015

This policy will be reviewed: Annually/July 2020

Statutory Policy: No

Source: School

Introduction

The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The Policy has been informed by the LA policy and the D of E guidance.

Definition

The school day is defined as follows:

8:40 – 13:30 and 14:30 – 15:30

The lunchtime break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the Policy.

The Governors will review the Policy.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example field trips or where a non-school based organisation is invited to the school to undertake an activity, but charges for that activity).

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. A parent may, however, request their child being absent from that activity if this is not a curriculum activity and takes place largely outside school hours. If insufficient funds are available, it may be necessary to curtail or cancel activities.

Where we need to charge for an activity, we will tell parents in advance. Where specific funding has been received to support an activity, we will subsidise the charge to the extent permitted by the funding.

Optional Activities Outside of the School Day

We may charge for optional, extra activities provided outside of the school day, for example residential activities. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the larger proportion of time spent falls outside of the normal

School day, charges will be made. When such activities are arranged, parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, although support may be given to pupils whose parents are in receipt of eligible benefits, who will, nevertheless, be asked to contribute to the cost of the visit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Excess Contributions

Any excess contributions (in excess of £10 per head) will be offered back to parents.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the Governors will consider in their absolute discretion, the remission of fees, (either in full or in part,) for those pupils who they consider will benefit from such tuition.

Eligible Benefits:

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

NB Eligible Benefits are the same as for free school Meals)