

Charging and Remissions Policy



WILMSLOW
HIGH SCHOOL

Managed by: School Business Manager

Policy Approval: Headteacher

Governor link committee: Finances and Resources

Date of Review: September 2024

Next Review: September 2025

Aims

- To outline what type of activity will be charged for and when charges will be made
- To explain how charges will be worked out and who might qualify for help with the cost
- To outline the circumstances in which the school will remit any charge

Principles

- The school does not charge for education provided:
 - ***During, or largely during, school hours***
 - ***outside school hours*** if it is part of the national curriculum or syllabus for a public examination
 - for religious education
- The school informs parents on low incomes of the support available to them when being asked for contributions towards the cost of school visits

Roles	Responsibilities
Deputy Headteacher – Ethos	To ensure that the school informs parents on low incomes of the support available to them when being asked for contributions towards the cost of school visits
Deputy Headteacher - Raising Attainment (and Deputy Head of Centre)	Costs for exam entry
Assistant Headteacher: QoE – Teaching and Professional Learning	Provision of DTACS materials
CTL Music	Provision of music tuition
Assistant Headteacher – Director of Student Services	Provide evidence of damage to school property by a student or mitigating circumstances to be considered
School Business Manager	To undertake the assessment of whether a trip is largely in the school day and to review and approve the level of proposed charges and requested voluntary contributions.

Guidelines

Educational resources

The school does charge for:

- Materials, books, instruments, or equipment where the child's parent/ carer wishes them to own them.
 - This includes any items that a student will write on so that they cannot be used by another student
 - This includes recommended equipment for learning such as pens, pencils, rulers, calculators etc. and recommended revision resources
- The costs of materials/ ingredients for subjects such as design or food technology where parents/ carers have indicated in advance that they would like their child to bring home the finished product
- **Optional extras** including:
 - i. Recommended books and materials for use **outside of school time** that are not a prescribed part of the national curriculum or syllabus, or part of the school's religious education
 - ii. Board and lodging for a student on a residential visit
 - iii. Extended day services offered to students including breakfast clubs and supervised homework sessions

Provision of music tuition

- The school does not charge for instrumental and vocal tuition for students learning individually or in groups where this has been coordinated by the CTL Music, or where this is an essential part of the national curriculum
- The school does charge for vocal or instrumental tuition for students learning individually or in groups where this is at the request of the student's parent/ carer
- Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition
- Charges for Looked After Children will be met by the Pupil Premium

Exam entry and UCAS

- The school does not charge for entry to public examinations that students have been prepared for at the school, or
- Resits if the students is being prepared for the Resit at the school
- The school can charge for examination entry where a student has failed, without good reason, to complete the requirements of any public examination **and is therefore entering the exam against the wishes of the school**
- The school does charge examination entry fees if the registered student:
 - i. has not been prepared for the examination at the school, (or during school hours) or
 - ii. if the examination is addition to the school's curriculum offer
- The school does charge past students for updated references to support UCAS applications

This policy does not cover the arrangements for remarks of examinations

Transport

The school can charge for transport costs, other than:

- Transport that is required to take registered students to or from the school premises (or other premises where the students are to be educated), where the local authority has a statutory obligation to provide transport
- Transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school, and

- Transport provided in connection with an educational visit for which charging is prohibited including any transport provided by the school in school hours

A voluntary contribution may be requested towards the transport costs incurred by the school.

Charging

Charging will consider:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra
- Teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Board and lodging for residential visits

It will not consider supply costs for teachers who are absent from school accompanying students on a residential visit.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will therefore not provide an element of subsidy for any other student wishing to participate in the activity whose parents/ carers are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parent/ carer choice and a willingness to meet the charges.

Voluntary contributions

- Voluntary contributions can be requested to support Whole Curriculum provision including:
School hours activity
School equipment including computers
School funds
- Where any activity cannot be funded without voluntary contributions this is made clear to parents/ carers at the outset. It is also made clear that there is no obligation to make any contribution but that if the visit cannot be funded by voluntary contributions or the school it must be cancelled.
- The school does not pressure parents into making voluntary contributions.
- No student will be excluded from **an activity based on voluntary contributions** because their parents/ carers are unwilling or unable to pay. Therefore, if the visit cannot be funded by voluntary contributions or the school it must be cancelled.

Remissions

- Communication regarding residential visits for which charging is prohibited will make clear that parents/ carers who can provide they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.
- The costs involved in remission or board and lodgings are to be borne by the school from their contingency funds.

Education during the school day

An educational visit is deemed to have taken place **outside school hours** if more than 50% of the activity, including travel, occurs outside of school hours. (For these purposes the lunch break is not counted as school hours.)

Community facilities

- The school provides facilities that can be used by the local community as part of its High Leisure offer
- The school charges for use of these facilities and any profits made are spend on the purposes of the school

Damage to school property

The school can charge for damage to school property, such charges not to exceed the cost of repair/replacement.

Refunds

Refunds of charges or voluntary contributions received are made:

- Where educational visits are cancelled due to circumstances beyond the student's control in line with the protocols outlined for the educational visit
- Where the school decides that a student should not take part in an educational visit in line with the protocols outlined for the educational visit

Refunds of charges or voluntary contributions received may be made:

- Where a student withdraws from an educational visit, subject to the deduction of any costs already legally incurred (e.g. non-refundable deposits) and where it is not practicable or possible to recruit another student to the vacant place.