

Diss High School

Charging and Remissions Policy

Updated Annually

Introduction

This policy has been formulated in accordance with the DFE's guidance:

Charging for School Activities – updated October 2014

Throughout this policy the term “parents” means all those having parental responsibility for a child/young person.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the school's curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Publication of Information

A summary of this policy is available on the School's website.

Charges

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - i travel associated costs
 - ii materials and equipment
 - iii non-teaching staff costs
 - iv entrance fees/activity fees
 - v insurance costs

- (c) Individual tuition in the playing of a musical instrument, provided it has been requested by the parent
- (d) Re-sits for public examinations where no further preparation has been provided by the school
- (e) Costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) Any other education, transport or examination fee unless charges are specifically prohibited
- (g) Photocopying and/or printing which is not required by a member of staff may be charged for.
- (h) Breakages and replacements as a result of damages caused wilfully or negligently by students

Remissions

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

- a) The relevant support payments are:
 - i Universal Credit in prescribed circumstances
 - ii Income Support
 - iii Income Based Jobseekers Allowance
 - iv Support under part V1 of the immigration and Asylum Act 1999
 - v Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.
 - vi The guarantee element of State Pension Credit
 - vii An income related employment and support allowance that was introduced on 27 October 2008
- b) Support for low income families who do not fall into any of the categories in a) above may make a request to the School's Hardship Fund.
- c) Support for pupil premium children
- d) Where a parent does not receive an eligible benefit the school will nonetheless consider sympathetically requests for assistance in the phasing of contributions, provided that all such phased contributions have been made by the time the trip or event takes place.

Voluntary Contributions

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area
- b) To support education trips and visits
- c) Associated travel costs

In all cases where a permitted charge is made, parent will be told the amount in advance. The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Heads of Department/Leadership team within the school.

Voluntary contributions will be used to:

- Enhance and support learning activities within a Subject
- Support some educational visits
- Support travel costs

Refunds

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the student's control
- The school deciding that a student should not take part in a trip or activity for whatever reason. Refunds may be reduced by the amount of any non-refundable deposits made
- Wherever a student, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or student is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.