



Charging and Remissions Policy

Date Created	Last Reviewed	Ratified By	Frequency of Review	Review Date
March 2014	February 2015	Full Governing Body	3 years	February 2018

Purpose

By law schools can charge for: any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them, optional extras, music and vocal tuition, in limited circumstances, community facilities. This policy applies to charges made to parents/students, for facilities used by private individuals and to third party organisations that rent school premises.

Under the terms of the Education Act 1996, the Governing Body of Wapping High School must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

Procedure

1. Admissions – no charge shall be made in respect of admission unless it is for the purpose of:
 - a. part-time education for persons over compulsory school age
 - b. full-time education for persons over compulsory school age
 - c. teacher training
2. Attendance & Punctuality - The school follows the government and local authority guidance regarding attendance and punctuality which may lead to sanctions and/or legal proceedings including penalty fines in-line with Tower Hamlets Attendance Guidelines.
3. Provision of education – no charge shall be made in relation to the education of registered where education is provided during school hours. Where education is provided outside of the



normal school hours, no charge shall be made provided it is required as part of syllabus/curriculum. The school may charge persons who are not registered pupils at the school for education provided or for facilities used by them belonging to the school.

4. Musical Instrument tuition – the school will review on a yearly basis whether or not to charge a 3 contribution towards musical instrument tuition either individually or for a group of not more than four pupils where the lesson is not considered to be part of the National Curriculum or is not preparation for a public exam. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.
5. Musical Instrument hire – the school will review on a yearly basis whether or not to charge for to hire musical instruments. Should the instrument be taken off the school site and is subsequently lost or damaged the parent signs a letter to agree to pay a contribution towards the cost of replacement.
6. Electronic device - The school currently charges a deposit of £30 to enable students to take Chromebooks off school premises. The deposit is returned at the end of the year if the Chromebook is returned in a good useable condition. Parents must sign a letter to confirm that they agree to this procedure. The school will review these arrangements on a yearly basis.
7. Practical subject charge – charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students and to only allow those that have paid to take work home. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Subject Leader. The school classes such income as class sales.
8. Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum. Where the level of non payment renders a trip financially unviable consideration will be given to cancellation.
9. Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.



10. Public examinations – No charge shall be made in respect of the entry of a registered pupil at the school. Charges are applied for the entry of a student for an examination for which he/she has not been prepared by the school. Entry for resit examinations is also subject to charge. Where a student has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee.
11. Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.
12. Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the student and may be taken off the premises.

Remission of Parent/Student charges

Parents who find themselves in financial difficulties and who are in receipt of income support, income based jobseeker's allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £15,860 (financial year 2011/12) may apply to the school for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims.

Facilities used by private individuals

Currently this only refers to reprographic facilities used by staff members, the school PTA or other local sporting and community organisations. Charging is on the basis of metered copy volumes and at the rate chargeable to departments.

Third Party Lettings/Use of Facilities

- Charges can be made to cover the use of the premises, administration, wear and tear and general disturbance and with a view to raising funds for the school.
- Under no circumstances will lettings be subsidised from resources provided for students' education.
- Facilities will only be let where they are not needed for purposes of education during that time.
- The charge is negotiated between the school and the prospective tenant.
- Any agreement to let is managed by the Finance Office and subject to the approval of the Headteacher.
- All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the let. Where there is a doubt the school can consult its' insurer.
- Consideration is given to charging where a third party tenant makes use of school facilities, at whatever hour, that belong to the school. Examples of these might include projectors, IWB, ovens etc.



All charges for income of any nature must be made through the Finance Office.
Likewise, all monies received for such income must be paid to the Finance Office.

References

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278060/charging_for_school_activities.pdf