



## **Henley Bank High School**

### **Charging and Remissions Policy**

#### **Approval and review**

This policy is the responsibility of: Headteacher

This policy was approved by the Local Governing Body on:  
3<sup>rd</sup> December 2020

This policy is due for review by: December 2021

This Charging and Remissions Policy applies to Henley Bank High School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Finance Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the CEO and/or Board of Trustees.

This policy is subject to the GLT Finance Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Finance Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Chief Executive Officer of the GLT should be consulted.

Henley Bank High School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

## Henley Bank High School Charging and Remissions Policy

Henley Bank High School believes all students should have an equal opportunity to benefit from school activities and visits, independent of their parents' financial means. This policy outlines where charges may be applied.

Henley Bank High School may ask for voluntary contributions for school activities linked to the curriculum which are either wholly or mainly in school hours and which incur a cost to the school that is over and above the normal day to day expenditure. No student will be excluded from such an activity because they did not contribute. However, the school reserves the right to cancel any such activities if insufficient contributions are received.

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for students who are entitled to free school meals.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where students have been prepared for the examinations by the school. However, if the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from that student's parents/carers. This includes resits.

*There is no charge for examinations that are not on the set list, but have been arranged by the school.*

*There **is a charge** of the examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school (**see Optional extras under section 5**)*

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no compulsory charge for transport during school hours to school-organised activities. A voluntary contribution may be asked for if additional transport is required.

#### **We may charge for:**

- books and materials that the parents/carers wishes the child to keep (the cost will be made clear to the parents/carers before charge)
- optional extras (**section 5**)

- instrumental or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the student is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

*The school will charge for optional extras. Optional extras are:*

- education provided outside of school time that is not:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- transport that is not taking the student to school or to other premises where the local authority or governing body has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit.

*If the school charges for other activities that take place outside of school hours they should be listed here.*

### The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

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. In no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parents/carers' choice and a willingness to pay the charges. The school must have the agreement of parents/carers before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place partly during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## **7. Residential activities**

### **Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit
- residential activities that take place during school hours.

### **Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents/carers will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost.

Parents/carers who can prove they are in receipt of certain benefits may be exempt from paying this cost (see **section 11** for more guidance on remissions).

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges

may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall outside of school hours (**see section 5**).

### **8. Music tuition within school hours**

Henley Bank High School follows legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents/carers and delivered by specialist tutors given to either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. *This includes instruments, music books and exam fees.*

*Henley Bank High School is dedicated to ensuring equal opportunities for all students including access to specialised music tuition, therefore charges made for music tuition within school hours may be remitted for students on free school meals.*

*There is no charge for vocal or instrumental tuition for Looked After Children. This includes instruments, music books and exam fees.*

### **9. Extended services**

Henley Bank High School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when students are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing student engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of students.

The total charge will not exceed the cost of providing the activity and no parents/carers will be asked to subsidise others.

### **10. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parents/carers the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

### **11. Remissions and concessions**

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Students of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of the Local Governing Body will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Local Governing Body and headteacher.

### **12. Voluntary contributions**

The school or Greenshaw Learning Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school. If the activity is cancelled all monies paid will be returned to parents/carers.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

### **13. Inability or unwillingness to pay**

Henley Bank High School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents/carers or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.