



**George Stephenson**  
High School

# CHARGING AND REMISSIONS POLICY

<b>Governance</b>	Finance Committee and Governing Body	
<b>Policy Officer</b>	Headteacher	
<b>Policy Version</b>	V3	
<b>Re-adopted by Governing Date</b>	1 March 2024	
<b>Last Updated</b>	2016	
<b>Review Date</b>	This policy will be reviewed every year (2025)	
<b>Statutory Policy</b>	YES	
<b>Uploaded to School Website and Date</b>	YES	September 2024

**Version Log History**

Issue	Changes	
1	Adopted	2016
2	Readopted	March 2023
2	Readopted see proposed changes below	March 2024

## Rationale for proposed changes to the Charging and Remissions Policy

SECTION	FEEDBACK AND PROPOSED AMENDMENTS
Review Date	Review was required to take place in 2023.
Review Cycle	The policy moves to an annual review cycle (previous on a 3 year cycle).
Policy Officer	Policy Officer allocated to Headteacher (previously allocated to Business Manager).
Compliance Front Page	<p>Front page Governance information changed to include compliance data:</p> <ul style="list-style-type: none"> <li>• Policy Version</li> <li>• Statutory Policy (Yes or No)</li> <li>• Uploaded to School Website and Date (Yes or No - N/A or Date)</li> </ul>
3. Legislation and Guidance	<p>This section replaces the paragraph previously titled “The Legal Position”. Rationale for change was the underpinning legal element of the policy to include the link to the Education Act 1996 (sections 449 to 462). Previous version was underpinned on Education Reform 1988, Guidance from circular 2/89, and Education Reform Act 1988: Charges for Schools Activities.</p>
4. Where charges cannot be made	<p>Streamlined, new sections topics compilation of what the school is not permitted to charge:</p> <p>4.1 Education 4.2 Transport 4.3 Residential Visits</p> <p>Version 2 topics were cross several sections.</p>
5. Where charges can be made	<p>Streamlined, new sections topics compilation of what the school is permitted to charge:</p> <p>5.1 Education 5.2 Optional Extras 5.3 Music Tuition 5.4 Finished Products 5.5 Damage/Loss to property 5.6 Community Lettings</p>
6. Voluntary Contributions	<p>New wording paragraph drafted to be more clear and informative on such contributions and the feasibility of activities going ahead or being cancelled.</p>
7. Remissions	<p>New wording paragraph drafted to be more clear and informative, not linked to Government benefits categories.</p>
Other	<p>Removal of Equal Opportunities section.</p>

## 1. Introduction

- a) The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.
- b) The Governing Body also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students at the school and as additional optional activities.
- c) George Stephenson High School reserves the right to levy a charge in any circumstances under statute as detailed in this document.

## 2. Scope

This policy applies to all staff and students and is of relevance to parents/guardians.

## 3. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 4. Where charges cannot be made

### 4.1 Education

- Admission applications
- 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 National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### 4.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport (scholars buses)
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 4.3 Residential Visits

- 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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 5. Where charges can be made

### 5.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 5.3)
- Community facilities (see section 5.6)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

### 5.2 Optional Extras

In line with this policy, "optional extras" are chargeable. These include:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- 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
  - The cost of buildings and accommodation
  - The cost of 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- Charges will not comprise of subsidies for pupils whose parents/guardians have not, for whatever reason, paid the full charge for their child who is wishing to partake in the activity
- In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### 5.3 Music Tuition

- Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

- The Charges for Music Tuition (England) Regulations set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

#### 5.4 Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. *The parents must know the charge for the product in advance.*

#### 5.5 Damage/Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, IT and digital equipment, books or materials), the charge to be the cost of replacement or repair, or a proportion of the costs at the Headteacher's discretion
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a proportion of the costs at the Headteacher's discretion

#### 5.6 Community Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee, as per Hiring of Premises Policy.

### **6. Voluntary Contributions**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance. The level of voluntary contribution requested will not be set with the intention of exceeding the actual cost per student incurred. No individual student will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However, the visit or activity may have to be cancelled if insufficient contributions are received.

### **7. Remissions**

The Remissions Policy sets out the circumstances in which charges can be waived. In order to remove financial barriers from disadvantaged pupils, the Governors agree that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

#### Individual Cases of Financial Difficulty

Requests for financial assistance should be made in writing to the school Deputy Headteacher, upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place:

- a) The school Deputy Headteacher may be able to agree flexible, extended payment terms.
- b) The school Deputy Headteacher holds a small contingency fund to support a limited number of requests for financial assistance. 'Essential' activities will take precedence over 'non-essential'. The contingency fund is limited and there will be no guarantee that all requests can be met, in part or in full.
- c) If the full cost of the visit or activity cannot be met through assistance funding and voluntary contributions, the visit or activity will be cancelled.
- d) All cases will be treated individually and in the strictest confidence.

## **8. Responsibilities**

The Governing Body is responsible for making and reviewing the policy annually.

The Headteacher is responsible for the implementation of the policy and ensuring that staff, parents and students know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (Senior Leaders, Educational Visits Coordinator or Curriculum Leaders).

## **9. Monitoring and Review**

The Headteacher will report on the policy to the Governing Body's Finance Committee on any relevant aspects of this policy.