



# Durrington High School

## Charging and remissions policy

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## 1 **Aim**

This policy makes clear what arrangements are in place to promote the full involvement of all students in school life, regardless of their parents' ability to pay.

## 2 **Admissions**

There is no charge for admissions.

## 3 **School meals**

There is no charge for children who are entitled to free school meal. Students who are not entitled to free school meals will be charged a set amount overseen by the governing body and trust who appoint the external catering contractors.

## 4 **Public examinations**

4.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children 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. These principles apply equally to re-sits.

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

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

5.1 There is no charge for activities during school hours except for music tuition (section 9).

5.2 We may charge for:

- materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- optional extras (section 6)
- music or vocal tuition (section 9).

## 6 **Activities that take place outside of school hours (non-residential)**

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

- part of the National Curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school

- part of the school's basic curriculum for religious education.

6.2 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. The school will decide on a case by case basis.
- specialist activities provided by external providers.

6.3 This list is not exhaustive.

6.4 The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee.

6.5 Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity

6.6 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
- transport costs if a coach is required
- 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.
- the costs of buildings and accommodation.

6.7 Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

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

7.1 Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 5.

7.2 Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

7.3 In this case the charging of the activity will be the same as is outlined in section 6.

## 8 Residential activities

8.1 Our school will not charge for:

- A compulsory activity that is part of the curriculum, exam board specification.

8.2 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 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. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost (see section 12 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 pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- Activities - the school may charge for residential activities that fall outside of school hours (see section 6).

## 9 Music tuition within school hours

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

9.2 **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).

9.3 The school may charge for teaching requested by parents 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.

9.4 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.

9.5 There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

## 10 **Extended services**

- 10.1 Durrington High School provides 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 children 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 pupils.
- 10.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 11 **Refunds**

- 11.1 Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.
- 11.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the trip leader. If approved, refunds will be processed via the original method of payment.
- 11.3 The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a student's breach of the school's behaviour policy.

## 12 **Damage to property and breakages**

- 12.1 Where school property has been wilfully or recklessly damaged by a student or parent/carer the school may charge those responsible for some or all the cost of repair or replacement.
- 12.2 Where property belonging to a third party has been damaged by a student, and the school has been charged, the school will charge some or all the cost to those responsible.
- 12.3 Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## 13 **Remissions and concessions**

- 13.1 The school will consider the remission of charges to parents or carers who are in receipt of a range of benefits, and/or experiencing significant hardship.
- 13.2 Parents who are eligible for the remission of charges will be dealt with confidentially.
- 13.3 The headteacher will authorise the remission of charges.

- 13.4 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 governing body and headteacher.

#### 14 **Voluntary contributions**

- 14.1 The Academy Trust and Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our students' education.
- 14.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all eligible monies paid will be returned to parents.
- 14.3 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

#### 15 **Inability or unwillingness to pay**

Durrington 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 or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

#### 16 **Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

#### 17 **Review of policy**

We will monitor the application and outcomes of this policy to ensure it is working effectively. It will be reviewed every 3 years, or when the legislation/ DfE guidance change.