



CHARGING AND REMISSION POLICY

Introduction

This policy sets out when Glenthorne High school will charge parents and when parents will be entitled to the remission of charges. The Governors of the school have used the DfE guidance on "Charging for School Activities" (May 2018) in drawing up this policy.

Definitions

Charge – a fee payable for specifically defined activities.

Remissions – the cancellation of a charge which would normally be payable.

List of activities for which charging by the school is permitted:

- The full cost of board and lodging on a residential visit.
- The full cost of activities which take place outside school hours but which are not provided for the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the national curriculum.
- The full costs of any materials, books, instruments, or equipment, where the student's parent wishes their child to own them.
- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination.
- Examination re-sit(s) for which the pupil is not being prepared for the re-sit(s) at the school.

NB: As detailed in the contract for instrumental tuition made between the Peripatetic Music Teacher and the parent/carer, parents and carers must meet the full cost of individual tuition in the playing of a musical instrument or singing (whether in school time or not). The exception is that no charge may be made for tuition provided during school hours for looked-after children.

List of activities for which the school reserves the right to make a charge:

- The full costs of entering the student for a public examination not prescribed in regulations and for preparing students for such an examination outside school hours.
- The full costs of entering the student in an exam for which the school has prepared the student if the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is. This decision to be taken in the first instance by a Deputy Head. Parents may ask the Head to review the decision taken.

Remissions

A: Parents on Benefits

- Where the parent of a student is in receipt of qualifying state benefit(s), the school will remit in full the cost of board and lodging for any curriculum related residential activity that

is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

B: Music Tuition

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

C: Other Cases of Hardship

- Funds may be available to assist with the remission of charges (either in whole or in part) not covered by the above under the Pupil Premium Strategy or the 16-19 Bursary (see the school's website for further information).

Statement about voluntary contributions

There will be some visits, activities or items, which the school cannot charge for, but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

NB: Every request for a voluntary contribution must carry this wording:

"No pupil will be excluded from this activity or treated differently because of the unwillingness or inability of parents to contribute. However, the visit must be self-financing and cannot take place without parental support. Parents of children in receipt of free school meals should be aware funds are available to support children. Please contact the Finance Office to arrange this."

In other cases of financial hardship or if you think your child may be eligible for free school meals, please contact the Director of Finance who will deal with the matter in confidence.

Damage/Loss of Property

Where school property has been wilfully or recklessly damaged or lost by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where a student has damaged property belonging to a third party, and the school has been charged, the school may charge some or all of the cost to those responsible. The Head depending on the circumstances will decide whether or not these charges will be made.

Donations to School Fund

The School Fund is a registered charity and enables the school to improve facilities for all pupils, for example through the purchase of extra equipment, visits from theatre companies, payment of fees for sporting and other associations and by subsidising transport.

Parents are asked to make a voluntary contribution payable at the beginning of the Autumn Term. It is possible for parents to make a Gift Aid declaration on their School Fund contributions that allows the school to reclaim tax from the Inland Revenue.

Next review date: **December 2024**