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A full version of this policy is available to staff from their subject team leader and in the staff room. For others, a copy can be obtained by writing to the Headteacher.

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Purpose, Values and Aims of Highfields School

Our Core Purpose

To be an inclusive, happy community that values every individual and inspires them to achieve their full potential.

Our Values

Inclusion, fairness and equality
Respect and tolerance
Celebration of achievement
Personal reflection, honesty and mutual trust
Care for our environment

Aims – to achieve our core purpose and values we aim to:

- Respect all students and staff as individuals
- Celebrate diversity and promote equality
- Provide appropriate levels of challenge
- Develop understanding and enjoyment of learning
- Support and encourage individuals to make a valuable contribution to society
- Be a reflective school seeking continuous improvement
- Play an active part in our community
- Nurture physical and emotional well being
- Promote a happy, safe and stable environment





1. Summary

This policy contains statements on the Aims and Principles on how the Curriculum Charges and Remissions are applied and the responsibilities of staff in the management and development of it. The timetable for reviewing this policy is listed.

2. Purpose

To interpret legislation, directives and advice on the charges and remission of charges for curriculum and other activities for Highfields School.

3. Scope

This document applies to all Staff and students at the school.

4. Implementation & Process

4.1 Introduction

The Governors support the concept of inclusion for all students and that all education provided mainly or wholly during school time must be free from charge. The inability or unwillingness of parents to pay for any aspect of education in this regard should not be a barrier to their children receiving that education.

Where activities take place wholly or mainly outside school time then parents/carers may be charged. The exception to this would be where the activity is an essential/required component of a public examination or the national curriculum.

The organiser of a school-based activity may seek voluntary contributions from parents provided that;

- a. There is no obligation to contribute
- b. Students will not be treated differently according to whether or not a contribution has been made.

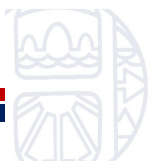
However if the costs thereby become prohibitive then the activity itself may not take place.

4.2 Aims

The curriculum charges and remissions policy, through its design and delivery should;

- Provide a clear and concise framework within which to operate
- Operate a fair and consistent system of charging and remission

Highfields School believes that all students should have the opportunity to gain fully from the enrichment experiences school has to offer and recognises the real and persistent difficulties faced by families on low incomes in meeting the cost of educational activities for their children. Parents/carers who find themselves in financial difficulties and who have students at Highfields School and are in receipt of free school meals may apply in confidence to school for financial support with optional activities. Remission of charges in part or in full will be considered by senior leaders in discussion with the finance department.



4.3 Activities wholly in school hours

No student can be required to pay. Voluntary contributions may be sought from parents but the event may be cancelled if insufficient funding is raised.

Remission – available from school for those parents receiving Income Support or other benefits or in individual cases, at the discretion of the Headteacher and Chair of Governors. Parents may be asked for a donation rather than the full amount in some cases.

4.4 Activities wholly or mainly outside school hours

For general activities parents to meet the full cost to the individual student. The exception to this would be where the activity is an essential/required component of a public examination or the national curriculum, in which case a voluntary contribution may be sought (see 4.1 above).

4.5 Residential courses

Parents should meet the full cost of board, lodging and travel.

Remission – as in 4.3 above.

4.6 Examination Fees

- Where a student has followed a course of study, prescribed by school, leading to an examination then the fee shall be paid by school.
- A charge will be made to parents for examinations not on the prescribed list, extra examinations and resits without tuition particular to that exam.
- External candidates to pay examination fees, administration fees and invigilation fees as appropriate.
- Where a student fails to attend or complete all components of a course without reason then the school will recover fees unless a medical exemption can be provided or proof of extenuating circumstances is available.

4.7 Private Telephone Calls

Students are allowed to make private local telephone calls, if the need arises. Short calls from the office are charged at 20p per call.

4.8 Private Photocopies

A fast copying service for 15 (maximum) single copies operates at Lumsdale between 12.45 and 1.45 pm daily, when reprographics department will undertake private photocopies for students and staff. Copies are charged at 5p for single sided A4, 7p for double sided A4, 10p for single sided A3 and 12p for double sided A3.

4.9 Lockers

Lockers are provided for all students. There is a £5 rental charge covering the hire of lockers for Years 7-8. A further £5 is charged for renting a locker in Years 9-11. A charge will be made for replacing lost keys.

Remission – these charges may be waived at the discretion of the Head of Year





4.10 Homework Diaries / Planners

School purchases homework diaries/planners for students in order to plan/organise their homework and for messages between home and school.

4.11 Uniform

Jumpers and polo shirts are available for sale online from the schools preferred supplier or alternatively from a local retailer.

Remission – the headteacher may part fund any item of uniform (including shoes), at his discretion.

4.12 Lost/Damaged books

There will be a replacement charge for all lost or damaged books on a pro-rata basis taking into account wear and tear.

4.13 Art / Technology Portfolios and Revision guides

The above items are available for students to purchase through school.

Remission – some or all of this cost may be waived on request, at the discretion of the head of year, by the relevant head of department.

4.14 Breakages and damage to school buildings, furniture or property

Parents should be aware that wilful damage to school buildings or property will be charged to parents by the school at full or discretionary cost.

5. Consultation Process

Each policy is reviewed by the lead person, Senior Leadership Group and the relevant Governors' Sub-Committee for approval before being presented to Full Governors for ratification.

6. Roles and Responsibilities

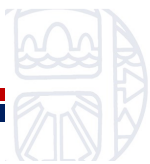
6.1 The Governors are responsible for:

- Ensuring that this policy is in place, continually monitored and reviewed periodically.
- Encouraging, supporting and acclaiming good practice.
- Ensuring that any complaints arising from the operation of this policy are dealt with in accordance with under the school's Complaints policy.

6.2 The Headteacher is responsible for:

- Implementing this policy on a daily basis
- Ensuring staff are aware of their responsibilities within this policy eliciting their support for it and allowing them an opportunity to comment on its effectiveness





- Monitoring the implementation of this policy and reporting to governors, periodically, on these matters.
- Providing any relevant training for those with responsibilities in this policy
- Encouraging, supporting and acclaiming good practice.

6.3 All staff are responsible for:

- Acting according to this policy through its implementation on a daily basis.
- Undergoing training at the direction of the Headteacher

7 Monitoring, evaluation and Policy review

We will collect, study and use quantitative and qualitative data relating to the implementation of this policy, and make adjustments as appropriate. The policy will be reviewed at least every three years by the Governors' Finance & Resources sub-committee.

8 Associated Documents

8.1 Associated Policies

Lettings Policy

8.2 Appendices

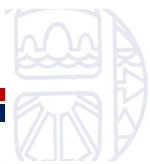
The DCSF's Guidelines for Charging for Activities

8.3 Forms

Examination retake template

8.4 Letters

Specimen visits letter



THE DCSF'S GUIDELINES FOR CHARGING FOR ACTIVITIES

In general, no charge can be made for admitting students to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The LA or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law.

Voluntary Contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the students of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £15,575
- Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the students to sit, or the syllabus for religious education.

Public Examinations

No charges may be made for entering students for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the students was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the student to take it;





- a student fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in regulations.

We want to know how current legislation and guidance works for you. Please contact the **team** with your comments.

Last updated: 20 November 2008