



CHARGING AND REMISSIONS POLICY

Responsibility	Phil Hanson
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1. Introduction

Persnore High School recognises the valuable contribution that extracurricular activities, including clubs, out of school trips, residential trips and experiences of other environments can make towards students' all-round educational experience and their personal and social development. The school provides many activities for free, but to ensure fairness to all students may charge for some activities. The charging and remissions policy of the school has been prepared to meet the requirements of Sections 469-462 of the Education Act 1996 and in line with guidance supplied by the Department of Education, "Charging for school activities" dated May 2018. The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

2. School Trips

A charge will be levied for board and lodging for all residential trips which are essential to the National Curriculum, religious education, or the syllabus of a prescribed public examination, or residential trips which are non-essential but that take place during school time. The school may also request an additional voluntary contribution towards other costs of the trip (see item 8).

For residential trips which are not essential to the National Curriculum, religious education, or the syllabus of a prescribed public examination and which take place outside of school time, a charge will be levied up to the full cost of the trip (see item 6).

The school takes every opportunity to support students in receipt of Pupil Premium for educational trips.

Parents in receipt of certain benefits are exempt from paying board and lodging costs for educational residential trips. In general, this exemption largely applies to students receiving Free School Meals. In line with the latest DfE guidance, the link below provides a detailed list of benefits to which the exemption applies:

<https://www.gov.uk/apply-free-school-meals>

Parents will be invited to make a voluntary contribution towards the cost of all school trips that are non-residential and that take place during the school day (see item 8).

3. Examinations

The Governing Body reserves the right to levy charges in respect of the following:

- a) Where a parent (or student of 18+) asks for an examination result to be re-scrutinised, and a charge is made by the examining board for this service.
- b) Where a parent (or student of 18+) requests copies of scripts from examination boards.
- c) Where the governing body agrees to enter a student for an accredited qualification examination for which he or she has not been prepared by the school.
- d) When a parent (or student of 18+) requests a re-sit(s) of an examination component.
- e) Where a student, with parental agreement, is entered for an examination for a non-accredited qualification.
- f) Where a student fails, without good reason, to complete the requirements of any public examination (including failure to attend an examination without an approved reason) where the school paid or agreed to pay the entry fee.

The charges levied in a) to f) above will be the cost of the examination entry fee plus appropriate administration costs.

4. Finished Materials

Where a student or parent wishes to retain items produced as a result of art or technology, a charge may be levied for the cost of the materials used.

5. Music Tuition

The governing body reserves the right to levy charges in respect of individual and group music tuition, if the teaching is not an essential part of either the national curriculum or where the student is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

6. Activities Outside School Hours

No charge, with the exception of school to home transport, will be made for activities outside school hours that are part of the national curriculum, or that form part of religious education, part of a syllabus for a prescribed public examination that the student is being prepared for at the school. Parents may however be invited to make a voluntary contribution towards the cost of the activity (see item 8).

If a student is prepared outside school hours for an examination that is not set out in regulations, a charge will be levied for tuition and all other associated costs.

For all other activities or optional extras outside school hours, the governing body reserves the right to charge up to the cost of the activity.

The governing body reserves the right to levy a charge in respect of all of the above activities for any transportation provided, including transportation to home.

7. Damage / Loss to Property

The governing body reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Voluntary Contributions

The school may invite parents to make a contribution towards the cost of any activity. Students will not be treated differently according to whether or not their parents have made any contribution in response to the invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Lettings

Refer to the school's Lettings Policy and the scale of charges determined annually by the governing body.

10. Remissions

The extent of any remission will be decided by the Executive Headteacher and Trust CFOO.