



Charging and Remissions Policy

Last Review Date: 07/03/2022
Approved by Governors: 07/03/2022
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Reviewer: School Business Manager
Signed:.....

Introduction

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority of the School. No pupils may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

The Governing Body of Selly Park Girls' School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The school aims to make activities accessible to pupils regardless of family income; to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school; and which acknowledges the cost of such activities to the school's budget.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged at the amounts set by the School Catering Contractor, presently Innovate.

3. Public examinations

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 pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits. Parents/Carers who need further advice on this matter should contact the Examinations Officer.

There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under section 5)

4. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (section 7).

There is no charge for transport during school hours to school organised activities.

We may charge for:

- Books and materials that the parent/carer wishes the child to keep (the cost will be made clear to the parents/carers before charge)
- Optional extras (section 5)
- Externally provided Music or vocal tuition (section 7).

5. Activities that take place outside of school hours (non-residential)

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.

Optional extras

The Governing Body reserves the right to make a charge for the following optional extras:

- 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 pupil is being prepared for at the school
 - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not taking the pupil to school or to other premises where the local authority or Governing Body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

The cost of optional extras

The Head Teacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no

circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 11).

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
- 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.

Participation in any optional extra activity will be on the basis of 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.

6. Residential activities

Our school will not charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Travel costs where the residential activity is classed as being within school hours
- Residential activities that take place during school hours.

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 the actual cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who

can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 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 5).

7. Music tuition within school hours

Selly Park Girls' 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.

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 pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil 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.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Selly Park Girls' School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals and other pupils where the school budget can sustain such charges.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

8. Extended services

Selly Park Girls' School is dedicated to providing 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 pupil engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

10. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Governing Body may wish to remit/subsidise in full or in part the cost of certain activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Head Teacher.

11. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

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 monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. Pupils will not be treated differently whether or not their parents have made a contribution.

12. Inability or unwillingness to pay

Selly Park Girls' School is committed to ensuring fair access and treatment of all pupils, 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.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.