



WANSTEAD HIGH SCHOOL

Charging & Remission Policy

**Reviewed and agreed by the Finance and Personnel Committee: 4
November 2021**

Review: Autumn term 2022

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1. Introduction

1.1 This charging policy has been compiled in line with DFES requirements and in accordance with s457 of the Education Act, 1996.

1.2 Legislation allows schools to charge for certain activities which take place both inside and outside school hours.

1.3 A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

2. School Trips

2.1 Day Trips: No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (But also refer to section 8).

2.2 Residential trips - Essential:

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, no charge will be made for the trip but a charge will be levied for board and lodging.

2.3 Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations: i) if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip. ii) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

2.4 ParentPay:

ParentPay will be used to collect funds for **all** trips.

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3. Examination Entries

3.1 A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.

3.2 A charge will be levied in respect of examination entries for pupils where

The school has prepared the pupil for the examination and it considers that for educational reasons the pupil should not be entered and the pupil's parent/guardian wishes the pupil to be entered. (Or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, with a Grade C or higher, the school will refund the cost.

3.3 A charge may be levied for pupils re-sitting an examination.

3.4 A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

3.5 The charge levied in 3.1-3.4 above will be the cost of the examination entry, plus any applicable centre fee.

4. Materials & Textbooks

4.1 Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. Pupil premium students will have opportunities for a subsidy in line with the pupil premium strategy.

Additional materials such as folders, carry cases, etc. will be a cost to the parent/carer.

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4.2 All materials and textbooks for sixth form students will be chargeable. However, students entitled to bursary funding will have the opportunity for a subsidy.

5. Music Tuition

5.1 Vision Music Service charges parents direct in respect of individual music tuition, and group music tuition up to and including 4 persons. The school is invoiced for 50% of the total cost for all pupil premium students.

5.2 Occasional charges will be levied to cover costs for extra-curricular workshops that students attend on a voluntary basis.

6. Activities Outside School Hours

6.1 No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

6.2 If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

6.3 For all other activities outside school hours, a charge up to the cost of the activity will be levied.

7. Damage/Loss to Property

7.1 A charge will be levied in respect of wilful damage, neglect or loss of school 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.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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7.3 Where a charge has been levied for lost or damaged books, then the issue of future books and exams results will be withheld until the matter has been resolved.

7.4 The Headteacher, at his discretion, may request a payment of a deposit, before any text books are issued.

8. Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

9. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

10. Remissions Policy

In case of all Curriculum Trips, if the pupil is eligible for Free School Meals then the school will meet 50% of the cost of these trips from the Pupil Premium Budget allocation.

12. Work Experience

Pupils are responsible for their travelling expenses for work experience.

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Signed: Chair of Finance Committee

_____ **Date:** _____

Signed: Chair of Governors

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