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Charging and Remissions Policy

2014

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PARRENTHORN HIGH SCHOOL

CHARGING AND REMISSIONS POLICY

1. STATEMENT

Parrenthorn High School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions for the benefit of the school or any school activities. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the visit or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Activities for which charges may not be made:-

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) Education provided 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;
- c) Instrumental or vocal tuition for pupils learning individually or in groups unless the tuition is provided at the request of the pupil's parent;
- d) Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- e) Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- f) Education provided on any visit that takes place during school hours;
- g) Education provided on any visit that takes place outside school hours
 - (i) if it is part of the National Curriculum, or
 - (ii) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - (iii) part of religious education;
- h) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- i) Transport provided in connection with an educational visit.

*If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

Activities for which charges may be made

It is the policy of Parrenthorn High School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential visits) are regarded as 'optional extras'. Charges will not exceed the actual cost of provision. It will not include an element of subsidy for any other pupils wishing to participate in an activity whose parents are unwilling or unable to pay the full charge.

Optional extras are:-

- Education provided outside of school time that is not:
 1. Part of the national curriculum;
 2. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 3. Part of religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit
- Examination entry fees if the registered pupil has not been prepared for the examination at the school;
- Board and lodging for a pupil on a residential visit
- Music tuition for individuals or groups of any size provided tuition is at the request of parents.

In 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;
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers
- The cost, or appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Public Examinations

The Headteacher is authorised to request payment for wasted examination fees

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer hardware, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably

Residential Visits

When any visit is arranged parents will be notified of the policy for allocating places

Charges will/may be made for any materials, books, instruments or equipment, where a parent wishes their child to own them or which are provided in connection with an optional extra.

2. REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Families qualifying for remission or help with charges.

Parents in receipt of Free School Meals or a pupil who is looked after by a Local Authority will be eligible to receive either free or subsidised places on Educational Visits and some optional extras.

The school uses qualification for Free School Meals as an independent validation of receipt of certain benefits which avoids the need to continually seek proof of benefit entitlement.

3. ADDITIONAL CONSIDERATIONS

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a visit arises at short notice it will be possible to arrange to pay by instalments beyond the date of the visit

Policy Agreed by the Governing Body on

Signed Chair of Governing Body

Review Date