



HIGH WELL SCHOOL
Preparing for Positive Futures

Charging and Remissions

Policy Lead:	Business Manager
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Signed by Chair of Governors:	<i>Margaret Turner</i>
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1. Introduction

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. School Governing Bodies cannot charge for education provided during school hours (including the supply of any materials books, instruments, other equipment or entry to prescribed public examinations or re-sits).

Under the terms of the Education Act 1996, High Well School must have a policy on charging.

2. Decisions made by our Governing Body

Our Governing Body has resolved that no charge may be made for any activity, which takes place during school hours including individual music tuition and no charge may be made for materials necessary to undertake any activity in school time such as Technology.

For activities outside school time, no charge will be made if they form a required part of a public examination syllabus, or are a requirement of the National Curriculum, or the agreed syllabus in Religious Education, except that the board and lodging element of a residential trip may be charged.

Charges may be made for activities, the majority of which take place outside school hours, provided that they are not part of the required course.

3. Details of Charges

Provision of Education

No charge shall be made in relation to the education of High Well pupils which takes place during school hours, including individual music tuition or materials for activities within school time (ie Technology, Art).

External examinations

Where a pupil has been prepared for an approved public examination, such as GCSE, BTEC, no fee may be charged for entering that pupil into that examination.

The Governors reserve the right, however, to recover exam fees from parents where part of the examination, be it written paper or coursework, is not completed without good reason, such as illness supported by a Doctor's certificate.

Residential Trips

The Governors reserve the right to raise to pass charges to parents / carers for some residential trips but this will not exceed the actual cost of the trip. If a student is unable to go on a trip after payment has been made (unless a doctor's note has been produced due to ill health) then no refund will be made.

Parents should be made aware that the activity may be cancelled if insufficient contributions are received.

Public Examinations

No charge will be made for a High Well School pupil if they form part of a public examination syllabus, however charges may be made for those examinations for which the pupil has not been prepared for by the school or for entry to an examination against the advice of the School.

Where a student fails to attend an examination for which they have entered (unless a doctor's note is provided for ill health) then parents / carers may be expected to cover the cost of the examination entry.

Damage to property

The Governors reserve the right to raise charges for damage to books, furniture, equipment or the school building e.g. doors, caused by carelessness or inappropriate behaviour.

Voluntary donations

The Governors will also seek from parents from time to time voluntary donations for activities, which, in the view of the Governors, it would be prohibitive to finance from within school funds.

Pupil participation in any such activity that takes place will not be dependent upon making a donation, but the Governors reserve the right to withdraw any activity where donations have been sought if, in the opinion of the Governors, the amount donated is insufficient to make the activity financially viable.

Lettings of High Well School Facilities

Charges will be made for the use of High Well School's facilities by private individuals or external organisations. Facilities will only be let where they are not needed for the purpose of education during that time. Hirers will need to demonstrate that they have adequate insurance or provision for compensating High Well School for any damage they cause.

Further details can be found in High Well School's Purchasing Policy which is situated in Appendix 1 of High Well School's Financial Management Policy.

4. Remissions of Charges - Cases of hardship

High Well School believes that all pupils should have the opportunity to gain fully from the experiences that the School has to offer. The Governors therefore will remit any charges for pupils where genuine cases of hardship are established to the Governors satisfaction, such as those in receipt of Income Support, Universal Credit, or Employment and Support Allowance.

The cost of such remissions will be found by the Governors from within the school funds and will not be added to the costs of other pupils.

5. Implementation, Monitoring and Review

Day to day implementation and monitoring of this policy will be the responsibility of the Headteacher who parents should contact with any matters that arise.

The Policy will be reviewed on an annual basis.