



# NESTON HIGH SCHOOL

## Charging & Remissions Policy

Policy owners/leads:	TPH
Notes:	Source: The Key
Statutory:	Yes
Website:	Yes
Review period:	1 Yearly

Date	Action	Comments / Follow Up
Sept 2022	Policy adopted	Next review: Sept 2023
Feb 2024	Policy reviewed	Next review: Feb 2025
March 2025	Policy Reviewed	Next Review: March 2026
March 2026	Policy Reviewed	Next Review: March 2027

# Contents

Contents .....	2
1. Introduction .....	3
2. The Board of Trustees will NOT charge for the following:.....	3
3. Neston High School will charge for: .....	3
4. Optional Extras .....	3
5. Voluntary Contributions .....	4
6. Residential visits .....	4
7. Music and Vocal Tuition.....	5
8. Transport .....	5
9. Letting Charges .....	5
10. Remissions .....	5
11. Definitions & Criteria .....	6

# 1. Introduction

- 1.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.
- 1.2 Neston High School endorses the principle that education provided in maintained schools should be free and that no student's education should be affected by his or her parents' ability to pay or to contribute towards the cost of the student's education. Neston High School will always do its best to keep any charges to a minimum.
- 1.3 Families on low incomes, recognised by eligibility for free school meals, will be offered heavily subsidised costs when being asked for contributions towards the cost of school visits.

## 2. The Board of Trustees will NOT charge for the following:

- 2.1 an admission application to Neston High School;
- 2.2 education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 2.3 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 student is being prepared for at the school.
- 2.4 tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- 2.5 entry for a prescribed public examination, if the student has been prepared for it at the school; and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. However, if a student fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the student's parents.

## 3. Neston High School will charge for:

- 3.1 any materials, books, instruments, or equipment, where the student's parent wishes them to own them;
- 3.2 optional extras (see below);
- 3.3 music and vocal tuition
- 3.4 community facilities

## 4. Optional Extras

- 4.1 Where an optional extra is being provided, a charge will be made for providing materials, books, instruments, or equipment.
- 4.2 **Optional extras are:**
  - 4.2.1 education provided outside of school time that is not:
    - 4.2.1.1 part of the National Curriculum;
    - 4.2.1.2 part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
    - 4.2.1.3 examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;

- 4.2.1.4 transport that is not required to take the student to school or to other premises where the local authority/Trust Board have arranged for the student to be provided with education; and
- 4.2.1.5 board and lodging for a student on a residential visit.

#### **4.3 In calculating the cost of optional extras an amount may be included in relation to:**

- 4.3.1 any materials, books, instruments, or equipment provided in connection with the optional extra;
- 4.3.2 non-teaching staff;
- 4.3.3 teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- 4.3.4 the cost, or a 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.
- 4.3.5 the cost of buildings and accommodation;

## **5. Voluntary Contributions**

- 5.1 The Board of Trustees will make it clear to parents from the outset if the activity cannot be funded without voluntary contributions. The Board of Trustees will also make it clear to parents that there is no obligation to make any contribution.
- 5.2 No student will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, it will be cancelled and this will be made clear to parents. If a parent is unwilling or unable to pay, their student must still be given an equal chance to go on the visit.
- 5.3 When making requests for voluntary contributions to the school funds, parents will be advised contributions are voluntary and not compulsory.

## **6. Residential visits**

#### **6.1 Neston High School will not charge for:**

- 6.1.1 education provided on any visit that takes place during school hours;
- 6.1.2 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 student is being prepared for at the school; and
- 6.1.3 supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

#### **6.2 Neston High School will charge for:**

- 6.2.1 board and lodging – although the charge will not exceed the actual cost.
- 6.3 When Neston High School informs parents about a forthcoming visit, it will be made clear that parents who are registered for free school meals will be eligible to claim a substantial discount towards school visits.
- 6.4 Subsidies are generally restricted to visits within the United Kingdom, in exceptional circumstances at the discretion of the Headteacher, subsidies may be offered for overseas visits.

## 7. Music and Vocal Tuition

- 7.1 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 7.2 Charges will be made for teaching either an individual student 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.
- 7.3 Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

## 8. Transport

### 8.1 Neston High School will not charge for:

- 8.1.1 transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- 8.1.2 transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- 8.1.3 transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school; and
- 8.1.4 transport provided in connection with an educational visit.

## 9. Letting Charges

- 9.1 The Business Manager and Headteacher have the operational responsibility for agreeing any lettings of the school premises and facilities in line with the policy defined by the Trust Board.
- 9.2 The Business Manager is responsible for raising invoices for lettings on either a termly or one-off basis. Lettings are charged using the rates agreed by the Trust Board.

## 10. Remissions

- 10.1 In order to remove financial barriers from disadvantaged students, the Board of Trustees has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to families in particular circumstances.
- 10.2 The main criteria for qualification for remissions is eligibility for free school meals. However, if a family requests assistance the school will endeavour to help out where possible.

# 11. Definitions & Criteria

## 11.1 Non-residential activities

- 11.1.1 If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- 11.1.2 Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## 11.2 Residential visits

- 11.3 If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.