



WETHERBY HIGH SCHOOL

Charging and Remissions Policy

Responsible SLT member - C Scaife
Delegated policy updater - C Scaife
Specific governor advisor (if required) - J Eaton

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1.0 Introduction

The Governing Body of Wetherby High School are committed to providing a positive educational experience for all our students. We will endeavour, within reason, and subject to funding resources, to ensure that all activities offered wholly or mainly during the school day or required as part of the curriculum are available to all students, regardless of their respective parent's/carer's ability to pay.

This policy aims to set out the types of activity that can be charged for and when charges will and will not be made.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the [DfE on statutory policies for schools](#).

Definitions of charges and remissions:

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

2.0 Roles and Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy. The Governing Body has delegated overall responsibility for monitoring the implementation of this policy to the Headteacher.

Headteacher

The Headteacher is responsible for the day to day implementation of the policy and for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. Any determination with respect to individual parents will be considered by the Headteacher and in the event of an appeal, the Chair of the Governing Body.

Staff

Staff are responsible for implementing the charging and remissions policy consistently and notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

3.0 Statutory Guidance

School Governing Bodies cannot charge for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is:
 - part of the national curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - part of religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Schools can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances (see below);
- Community facilities

Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational visit.

Optional extras:

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

- Optional extras include:
 - 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;
 - or
 - 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
- Board and lodging for a pupil on a residential visit

Music Tuition

In general, education provided during school hours must be free, however instrumental and vocal music tuition is an exception to that rule. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Charging may not be made if the teaching is either an essential part of the national curriculum, or in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Educational Visits

Schools cannot 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.

Schools can charge for board and lodging; the charge must not exceed the actual cost.

Voluntary Contributions

A school may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. Where voluntary contributions are invited to make an activity financially viable there is no obligation to make any contribution. No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

4.0 Wetherby High School Charging Policy

Having considered carefully our statutory responsibilities and the school's commitment to inclusivity and community the Governing Body have made the following decisions regarding the levy of charges at Wetherby High School:

- To levy, except where students are entitled to statutory remission, a charge for all board and lodging costs on residential visits;

- To levy no charge for examination entries except where a student has failed, for no good reason, to complete the requirements of the examination or to attend it.
- To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory Religious Education or in preparation for a prescribed public examination or course taught at Wetherby High School.
- To request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded by reason of inability or unwillingness to make a voluntary contribution.
- To reserve the right to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.
- To levy a charge to cover part of the cost of music tuition by peripatetic staff.

Our equal opportunities and inclusive ethos will ensure that all funding for provisions will adhere to the pupil premium guidelines.