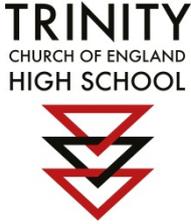


## CHARGING AND REMISSIONS POLICY

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Finance Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	22 <sup>nd</sup> May, 2019
	<b>Next review due by:</b>	End of 2021/22 academic year

### AIM/PURPOSE

The Governing Body of Trinity Church of England High School recognises the valuable contribution that the wide range of additional activities (including trips, clubs and residential experiences) can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities. In recognition of this commitment, Trinity Church of England High School does not normally charge students or parents for any school based activity that it directly organises.

### GENERAL PRINCIPLES

In general terms:

- ◆ No charges can be made unless the Governing Body or the school has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.
- ◆ The Governing Body's policy will meet the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.
- ◆ If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost. This information should be made available to parents.
- ◆ The Remissions Policy must set out any circumstances in which the school propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The Governing Body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

The Charging Policy informs staff and parents about charging for school activities. All parents are invited to make voluntary contributions to the Trinity Charitable Trust. The fund is a registered charity and donations from parents and others enable school funds to go further. Children of parents who do not contribute will not be treated any differently from those who make contributions.

The legal framework covers the following aspects; education, optional extras, voluntary contributions, residential visits, music tuition and transport. These are described in more detail in the following six sections.

### 1. Education

School Governing Bodies **cannot** charge for:

- ◆ an admission application;
- ◆ education provided during school hours (including supply of any materials, books, instruments or other equipment);

- ◆ 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, or part of religious education;
- ◆ entry for a prescribed public examination, if the student has been prepared for it at the school;
- ◆ examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

Schools can charge for:

- ◆ optional extras;
- ◆ music and vocal tuition outside of lessons.

## 2. Optional Extras

Charges may be made for some activities that are known as 'optional extras':

- ◆ 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 student is being prepared for at the school; or
  - (c) part of religious education.
- ◆ examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- ◆ transport that is not required to take the student to school or to other premises where the Governing Body have arranged for the student to be provided with education; and
- ◆ board and lodging for a student on a residential visit.

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;
- ◆ non-teaching staff;
- ◆ 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 the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

## 3. Voluntary Contributions

Guidance clearly states schools' entitlements under the legislation to ask for voluntary contributions 'for the benefit of the school or any school activities'. It also states that: *'If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.'* Schools must make sure that they make this clear to parents.

## 4. Residential 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 students being prepared for at the school, or part of religious education; and
- ◆ supply teachers to cover for those teachers who are absent from school accompanying students on residential visit.

Schools **can** charge for:

- ◆ board and lodging and the charge must not exceed the actual cost.

## **5. Music Tuition**

A charge may be made as a contribution towards the cost of extra-curricular music tuition.

## **6. Transport**

Schools cannot charge for:

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

## **CHARGING AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL**

- ◆ The school makes no charges for curriculum activities which take place during the working day. The Charitable Trust subsidises such visits, where possible.
- ◆ Items of stationery such as pens and pencils are not provided by the school. Texts and books for the various subjects are free, except when replacements for lost or damaged books are required. In this respect, parents may be asked to pay in full or make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- ◆ Some expenses involved in courses such as food technology are incurred, but staff will be careful to keep the cost within reasonable limits.
- ◆ Residential trips such as sports holidays and foreign visits are offered on an optional basis and parents will be charged for these.
- ◆ Each July, Year 8 students spend an activities week in the Peak District. A charge for board and lodging will be made for this, although the total cost for all students is heavily subsidised by the school. Non-residential students will be asked for a contribution towards transport costs.
- ◆ An examination entry fee may be charged to parents if a student fails, without good reason, to complete the requirements of any public examination where the school has paid the entry fee. e.g. fails to attend the examination.
- ◆ The Governing Body may wish to remit the cost of activities in cases of family hardship. Parents are invited to request, in confidence, the remission of charges in full or part. Authorisation for such remission will be made by the Head.

## **MONITORING AND EVALUATION**

The Charging and Remissions Policy will be monitored and evaluated by the Governors' Finance Committee and ratified by the Full Governing Body.