

FRED LONGWORTH HIGH SCHOOL



Charging & Remissions Policy

March 2024

This Policy was approved by:

Business Management Committee: 11 March 2024

Date for Review: March 2026

General

- 1.1** Section 457 of the Education Act 1996 requires that every governing body/board of trustees of a maintained school shall determine and keep under review a policy for charges in connection with school activities and school visits.
- 1.2** This policy statement makes the distinction between those activities undertaken at Fred Longworth High School for which the board of trustees is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

Prohibition of Charges

- 2.1** This school is prohibited from raising a charge in respect of the following:-

A) Admissions

No charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is for the purpose of:

- i) part time education being provided to individuals over school age;
- ii) full time education provided to persons over 19 years of age; and
- iii) teacher training.

B) Provision of Education

As part of its statutory responsibilities, this school will not charge for the education of registered students at the school for education provided with the exception of:

- i) Tuition in playing a musical instrument during normal school hours where the tuition is provided individually or to a group of not more than four students, unless the tuition is part of a syllabus for a public examination for which the student is being prepared by the school, or part of the implementation of the National Curriculum.
- ii) Tuition in playing a musical instrument out of school hours where the tuition is not part of a syllabus for a public examination.

C) Education provided partly during and partly outside school hours

Unless there are exceptional circumstances whereby education provided to students falls significantly outside of normal school hours, then the school will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

D) Examinations

Charges cannot be made in respect of the entry of a registered student for a prescribed public examination, for which the student has been prepared at the school, unless the school have paid the examination fee and the student fails, without good reason, to meet any examination

requirement for that syllabus. In such circumstance the school may recover the amount of the fee from the student's parents.

E) Incidental Charges

- i) The parents of students registered at the school may not be charged for or asked to supply any materials, books, instruments, or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the student has been prepared at the school.
- ii) Charges will not be made for transport provided for a registered student if the transport is incidental to the statutory education provided by the school or is required to allow a student to meet any examination requirement for any syllabus for a prescribed public examination for which they have been prepared by the school.

For these purposes, incidental to statutory education provision is defined as transport to and from any part of the school premises in which provision is made for these students, or, to and from any place outside the school premises where such provision is made.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the student, where the parent has indicated in advance of the payment that they wish the article to be owned by the student/parent.

Permitted Charges

3.1 The school may raise a charge to the parents of students concerned for the following:-

- i) 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.
- ii) Board and lodging provided to a registered student on a residential trip;
- iii) The provision of extra curricular activities out of school hours such as sports clubs, summer schools, childcare and tap in services;
- iv) Additional transportation costs, which are not incidental to the education, provided to registered students;
- v) Examination costs where a student has failed to meet the examination requirements of the syllabus.

Any charge that is raised will be payable by the parent of the student concerned and will not exceed the actual cost of providing the optional extra.

Voluntary Contributions

4.1 The school may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities.

However, if the activity cannot be funded without voluntary contributions the governing body and headteacher will make it clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

The information sent to parents will make it clear at the outset what the policy for allocating places on school visits will be.

Remissions Policy

- 5.1** The Board of Trustees may meet (in whole or part) any charge due to the school for the cost of optional extras or payable board and lodging for a registered student at the school if the parents are entitled to state income benefits. This is at the discretion of the school.