Hope School, College and Provision

Charging and Remission Policy.

Policy reviewed annually by the Headteacher and Governors.

1.General

We apply the charging policy in line with Section 457 of the 1996 Education Act which e.g. allows charges to be made for residential school trips etc.

This policy statement makes the distinction between those activities undertaken at Hope School and College for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges

1. Prohibition of Charges

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 when:

i) part time education is being provided to individuals over school age;

ii) full time education has been provided to persons over 19 years of age; and

iii) training for members of the school workforce

B) Provision of Education

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

Music Tuition

- Tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils, unless the tuition is part of a syllabus for a public examination for which the pupil is being prepared by the school, or part of the implementation of the National Curriculum. This also applies to tuition for playing a musical instrument when the tuition is required as part of the syllabus for which the pupil is being prepared for public examination.

- If the music tuition provided out of school hours and not being aimed for public examination, then charges may be levied accordingly.

- If the pupil is looked after by the Local Authority (within the meaning of Section 22 (1) of the Children Act 1989) no charge may be made.

Early Year Provision

- The school can charge for education which is early years provision provided that the early years provision is not made in pursuance of the duty imposed by Section 7 of the Childcare Act 2006 or for early years provision for a pupil who is of compulsory school age.

- Education provided outside of school hours
  No charge shall be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; part of religious education or early years provision in pursuance of the duty imposed by Section 7 of the Childcare Act 2006

Education provided partly during and partly outside school hours

- Where an activity takes place partly during and partly outside school hours a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a pupil is being prepared for at the school and not part of religious education.

- The basis of determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time, together with any connected school travelling time falls during school hours. '*Connected school travelling time*' means time spent during school hours by the pupils taking part in the activity concerned in getting to or from the place where the activity takes place.

- Where any education is provided on a residential trip if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening.

Examinations

- Charges cannot be made in respect of the entry of a registered pupil for a prescribed public examination, for which the pupil has been prepared at the school, unless the school have paid the examination fee and the pupil 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 pupil's parents.

E) Incidental Charges

i) The parents of pupils 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 pupil has been prepared at the school.

ii) Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school or is required to allow a pupil 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 pupils, or, to and from any place outside the school premises where such provision is made.

iii) 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 pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

1. Permitted Charges

The school may raise a charge to the parents of pupils for activities that are known as 'optional extras'

Optional Extras are:

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 pupil is being prepared for at the school)

c) part of religious education

ii) Board and lodging provided to a registered pupil on a residential trip;

iii) The provision of facilities that can be used by the local community such as out of school hours/holiday child care, summer school and sports clubs

iv) Additional transportation costs, which are not incidental to the education, provided to registered pupils;

v) Examination entry fee(s) if the registered pupil has not been prepared for the examination (s) at the school

vi Music and Vocal Tuition in limited circumstances

vii Certain early years provision

Any charge that is raised will be payable by the parent of the pupil concerned and will not exceed the actual cost of service provided.

2. Voluntary Contributions

2.1 Schools 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 should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

2.2 The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit

The information sent to parents and schools should make it clear at the outset what the policy for allocating places