



King's Norton Boys' School

Charging and Remissions Policy

Adopted by the Governing Board: September 2018
To be reviewed by: September 2019

This Policy has been adopted by the Governing Board of King's Norton Boys' School:

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

The Education Reform Act 1988 introduced new provisions dealing with charges which may be made in maintained schools. They came into force on 1st April 1989 and affect both required activity within education and optional extras.

This document outlines the formal policy adopted by Kings Norton Boys' School. However, in the main, existing practices will not be affected.

NO CHARGES

Charges will not be made for activities inside of school hours or activities provided outside of school where the activity is required by the prescribed public exam or provided specifically to fulfill duties relating to the National Curriculum or Religious Education.

This includes:

- All education (excluding individual music tuition)
- Materials, books, instruments or other equipment used in such education.
- Trips required by any such syllabus (excluding board and lodging.
- Transport between different parts of the school or any other place where the LEA has arranged education.
- Examination fees for public examinations.

The above does not preclude voluntary contributions (see below).

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:-

a. SCHOOL JOURNEYS IN SCHOOL HOURS

Board and Lodging

The board and lodging element of the following residential activities deemed to take place within school hours. When relevant this element of cost will be charged for activities inside of school hours or outside of school hours where the activity is 'required' (see above).

Example: Adventure activities, course and events organised by external bodies, experience of foreign travel, field study courses.

b. ACTIVITIES OUTSIDE SCHOOL HOURS Full Cost

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours. Full cost will be charged where an activity takes place outside of school hours and is not 'required' ie. an optional extra.

Example: Concerts, Environmental study visits, lectures by external bodies, visits to museums, physical education activities including adventure activities, theatre visits, visits to places of worship or interest, experiencing foreign travel.

See Appendix 1 re: definition of school hours.

c. CHARGING IN KIND

Practical Subjects (e.g. Craft Design and Technology. Home Economics etc.) The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product.

d. PUBLIC EXAMINATION FEES

- i Where a pupil has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the pupil for the examination. The Governing Body may also charge for entries to non-prescribed examinations whether or not prepared by the school.

See Appendix II.

- ii. If the pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.
See Appendix III.

e. TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT

Where INDIVIDUAL instrumental tuition is provided and that tuition is not part of the syllabus for a prescribed public examination, nor is required by the National Curriculum either within or outside school hours, the L.A. or the Governing Body may make a charge.

See Appendix IV

f. BREAKAGES/DAMAGE/LOSS

The Governing Body will charge parents the cost of replacing a broken window, or the cost of any other damage to the school's fabric or equipment, or the cost of replacing a defaced, damaged or lost text book where these are the result of the pupils' behaviour.

VOLUNTARY CONTRIBUTIONS

In certain instances the school may seek voluntary contributions in support of a particular school activity, whether during or outside school hours. In such circumstances there is no obligation to contribute and no registered pupil will be treated differently according to whether or not their parents have made a contribution in response to the request.

However, if the activity cannot be funded without voluntary contributions, this will be made clear at the outset and the activity will not take place if the parents are reluctant to support it.

REMISSIONS

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

Nothing in this policy statement precludes the Head Teacher on behalf of the Governing Body from inviting parents to make a voluntary contribution for the general support of the school or to support other specific activity, but again no registered pupil will be treated differently according to whether or not their parents have made a contribution in response to the request.

APPENDIX I

DEFINITION OF SCHOOL HOURS

If the number of school sessions missed by pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place OUTSIDE school hours. If the number of school sessions is 50% or more of the number of half days the activity is deemed to take place DURING school hours.

APPENDIX II

PUBLIC EXAMINATION FEES

Prescribed public examinations are defined by the Secretary of State in Statutory Instrument No. 377 - The Education (Prescribed Public Examinations) Regulations 1989.

Re-sits: Where a pupil is re-sitting an examination for which the school had earlier prepared him, but where no additional preparation has been given since the occasion of the first examination entry the Governing Body may make a charge.

Where the school has further prepared a pupil to re-sit a prescribed public examination no charge may be levied in respect of that entry.

APPENDIX III

PUBLIC EXAMINATION FEES

It is for the L.A. or Governing Body to determine what constitutes good reason, but failure to complete the examination requirements includes both failure to complete the coursework requirements and failure to sit the final examination.

APPENDIX IV

TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT

Where it is proposed to offer such tuition on the basis of charging for it, parental agreement must be obtained before a pupil is given that tuition.

The charge can include the cost of the teacher giving the tuition as well as the cost of sheet music and the hire and insurance of a musical instrument.

There is no obligation on the Governing Body to provide the opportunity for pupils to receive individual music tuition.

Section (e) applies because peripatetic teaching has become a charge to the school and the Governing Body may determine upon a charge where the cost of providing the particular item is met from funds at its disposal.