



Long Stratton High School Charging and Remissions Policy

LONG STRATTON HIGH SCHOOL

Policy Consultation & Review

The Charging Policy is available on request from the school office and available on the school website.

The policy is for review by parents and staff.

The policy provides clarity over charging at Long Stratton High School.

This policy will be reviewed in full by the Governing Body every year.

This policy was last reviewed and agreed by the Governing Body in October 2015. It is due for review in October 2016.

Signature

Headteacher

Date:

Signature

Chair of Governors

Date:

Long Stratton High School Charging Policy

The Governing body of Long Stratton High School has provided this policy taking into consideration the Norfolk County Council School charging policy, and the Department for Education guidance October 2014.

The purpose of this policy is to provide clarity over the charges for activities and materials.

Charges for School Activities

Music tuition

Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination or part of the National Curriculum will be chargeable.

Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent.

Tuition may be arranged by the school and charged directly from the tutor.

The Headteacher may consider, at their absolute discretion, the remission of fees (either in full or part) for those students who they consider will benefit from such tuition.

Ingredients and materials

Long Stratton High School requests that parents/carers provide ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Long Stratton High School requests that parents/carers provide students with materials for Food Technology on the basis that the finished product will be consumed by the pupil.

Parents / Carers may request assistance with purchasing ingredients or materials by contacting the school.

Travel

Long Stratton High School will not charge for:

- Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
- Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.

Long Stratton High School will ask for donations for:

- Travel costs incurred whilst providing a curriculum based school trip.

Board and lodging

Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours

A charge can be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge can include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips

A residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than 50% of the number of half days taken up by the trip.

For example:

Pupils are away from 1pm on Wednesday to 9pm on Sunday. This counts as 9 half days, so the visit is deemed to have taken place during school hours.

Long Stratton High School **will not** charge for:

- Education provided on any visit that takes place during school hours.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Long Stratton High School can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Public Examinations

Charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Long Stratton High School **will not** charge for:

- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.

Financial constraints

Pupils of parents unwilling or unable to contribute will not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity may be cancelled.

If the trip is reliant on sufficient donations, this will be made clear in the letter issued from the outset.

Remission of charges

Parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible to request remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Recovery of costs due to damage and/or loss of school property

The school may ask parents or carers to reimburse the whole or part of costs incurred to make good loss or damage to school property

This will apply in cases where an investigation has identified the individual(s) concerned. The parents/carers will be informed of the results of the investigation by the Head of Key Stages or Form Tutor, before a letter detailing the nature of the damage, the costs and requesting payment is issued by the Business Manager. This procedure will apply to both current and past pupils/ whether or not the pupil concerned is currently on the school roll.