

JKHS CHARGING AND REMISSIONS POLICY

The Charging and Remissions Policy is based on advice from the Department for Education (DfE) on charging for school activities and in accordance with sections 449-462 of the Education Act 1996 (supplemented by the Education Acts 2002 and 2011). At John Kyrle High School (JKHS) the Charging and Remissions Policy considers charges that are applicable and where feasible, it minimises the financial barriers which may prevent some students taking full advantage of the opportunities the school offers.

The school governing body has overall responsibility for approving the charging and remissions policy. The headteacher is responsible for ensuring staff are familiar with charging and remissions policy and that it is being applied consistently.

1. The school governing body at JKHS, cannot charge for:

- a) admission applications to the school;
- b) education which is provided during school hours;
- c) 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.
- d) instrumental or vocal tuition, for students learning individually or in groups - unless the tuition is provided at the request of the student's parent/carer;
- e) entry for a prescribed public examination, if the student has been prepared for it at the school; and
- f) examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

2. The school governing body at JKHS can charge for:

- a) any materials, books, instruments or equipment where the child's parent wishes them to own the item/s (this applies to practical subjects where parents may be asked for the full or partial cost of materials/ingredients if they have indicated in advance that they wish to own the finished product);
- b) music and vocal tuition (see point 4);
- c) community facilities (letting charges apply to room/facility hire); and
- d) optional extras (see below).

3. Optional extras

At JKHS some activities can be charged for under certain criteria, such as:

- a) education provided outside school time that is not 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.
- b) examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school.
- c) board and lodging for a student on a residential visit.
- d) extended day services offered to students, such as breakfast clubs, after-school clubs, and supervised homework sessions; and
- e) transport (other than transport that is required to take the student to school or other premises where the local authority/governing body have arranged for the student to be provided with education elsewhere). Also, if a parent who lives outside the transport catchment area but wishes their child/children to take advantage of available transport administered by the school, it will be charged at the Herefordshire Council rate which is payable per annum and subject to seats being available. Payments are collected via the ParentPay online system.

The school, when charging for 'optional extras', can include an amount in relation to:

- any materials, books, instruments or equipment provided in connection with the 'optional extras', especially in specialised subjects where the student/parent has expressed a wish to own the finished product.
- the cost of buildings and accommodations.
- non-teaching staff.
- teaching staff engaged under contract or services purely to provide an optional extra; this includes supply teachers engaged specially to provide the optional extra.



- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an '*optional extra*'.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity and the cost will be divided equally by the number of students participating. Participation in an *optional extra* activity will be based on parental choice and consent is mandatory. The parent/carer has to have a willingness to meet the charges or a pre-agreed concessionary rate. When any activity is arranged by the school, parents will be notified in writing of the criteria for allocating places if the trip has limited spaces.

4. Music tuition

The Charges for Music Tuition regulation 2007 allows either for charges to be made for tuition individually, or to groups of any size, if the tuition is provided at the request of the student's parent/carers. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Charges cannot be made if the teaching is either an essential part of the national curriculum or if the student is looked after by a local authority (section 22 of the Children Act 1989).

5. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible. There is no obligation for parents to contribute, and no child will be excluded from an activity if their parent(s) are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled. For parents experiencing financial hardship and in receipt of benefit, parents should complete a '*request for assistance*' form, available from the school and returned to the Business and Finance Director for consideration.

6. Remission

In some circumstances, John Kyrle High School may offer a remission to parents; however, this is at the discretion of the Headteacher and the Trustees and will depend on the activity in question. Parents, who can prove they are in receipt of benefits, may gain remission, benefits such as Universal Credit, Income Support, Income Based Jobseekers' Allowance, Income-related Employment and Support Allowance, support under part VI of the Immigration and Asylum Act 1999, the guaranteed element of Pension Credit, Child Tax Credit (providing the family's annual gross income does not exceed £16,190), Working Tax Credit and Universal Credit (the family's income must be less than £7,400 per year).

7. Additional considerations

Additional considerations for charges, includes damage or loss to property where a charge can be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books and materials). The charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Business and Finance Director. This charging criterion also applies if the wilful damage neglect or loss of property is concerning items belonging to a third party.

Parents should also be aware that when their child applies for a school trip, attendance on the trip is a privilege and not a right. If their child fails to meet the standards expected of a student at JKHS or is excluded from school at the time the trip takes place, then their place will be withdrawn. With every trip there is a financial commitment and once your child has been offered a place, the deposit is non-refundable.

Furthermore, should a student later withdraw from the trip, except in exceptional circumstances, it will not be possible to offer a refund unless another student takes up the place.

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