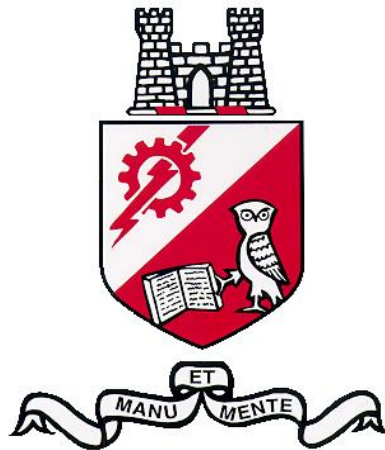


# WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

## Charging Policy

Policy date: September 2023

Signed

A handwritten signature in black ink, appearing to read 'Daniel Leonard', is written over a light blue horizontal line.

Headteacher  
Daniel Leonard

*Ratified by the Finance and Premises Committee in November 2023*

## 1. Scope

This policy applies to all staff and students of West Hatch High School.

## 2. Context

2.1 The School recognises the valuable contribution that a wide range of additional activities can make towards students' all round educational experience and their personal and social development. We wish to make a broad programme of activities accessible to as many students as possible.

2.2 This policy will take account of each type of activity that can be charged for and explain when charges will be made.

2.3 The remissions policy will set out any circumstances in which the School proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with the charging policy.

## 3. Aims

The aims of this policy are:

- To ensure all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many students as possible
- To have robust, clear processes in place for charging and remissions
- To clearly set out the types of activity that can be charged for and when charges will be made

## 4. Statutory Position

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It covers what governing bodies may and may not charge for when activities take place, either during or outside of School hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

This policy complies with our funding agreement and articles of association.

## 5. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## 6. Admissions

There is no charge for admissions.

## 7. School meals

There is no charge for children who are entitled to free school meals.

## 8. Public examinations

- 8.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.
- 8.2 There is no charge for examinations that are not on the set list, but have been arranged by the school.
- 8.3 There is a charge of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see Optional extras under section 11)
- 8.4 Late entry or amendment fees are paid by the candidates or department making the late entry/amendment.
- 8.5 Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- 8.6 Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- 8.7 Retake fees for first and any subsequent retakes are paid by the candidates if a pupil fails, without good reason, to meet any examination requirement for a syllabus.
- 8.8 Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

## 9. Activities that take place during school hours (this does not include the break in the middle of the school day) or where they are a part of the National Curriculum (also refer to Section 14).

- 9.1 There is no charge for activities during school hours with the exception of music tuition (section 15)
- 9.2 There is no charge for transport during school hours to school-organised activities.
- 9.3 We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 11**)
- music or vocal tuition (**section 15**).

## 10. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- *part of the set curriculum, including sports games against other schools*

- *part of the syllabus for a public examination that the pupil is being prepared for by the school*
- *part of the school's basic curriculum for religious education.*

## 11. Optional extras:

The school will charge for optional extras. Optional extras are:

- *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*
- *examination entry fee(s) if the registered pupil has **not** been prepared for the examination(s) at the school*
- *transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.*
- *board and lodging for a pupil on a residential visit.*

## 12. The cost of optional extras

12.1 The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Headteacher on the recommendation of the finance committee.

12.2 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 19.4).

12.3 When calculating the cost of optional extras an amount may be included in relation to:

- *any materials, books, instruments, or equipment provided in connection with the optional extra*
- *the cost of buildings and accommodation*
- *non-teaching staff*
- *teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra*
- *the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.*

12.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **13. Activities that take place partly during school hours either on or off site**

13.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 9.

13.2 Travelling time is included in time spent on activity.

13.3 In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 10**.

### **14. Residential activities (essential to the National Curriculum)**

14.1 Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

14.2 Our school will charge for:

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (**see section 18 for more guidance on remissions.**)

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for residential activities that fall outside of school hours (**see section 10**)

## **15. Music tuition within school hours**

- 15.1 West Hatch High School follows The Charges for Music Tuition (England) Regulations 2007 that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 15.2 Charges will be not be made if the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- 15.3 The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.
- 15.4 The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.
- 15.5 West Hatch High School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.
- 15.6 There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **16. Extended services**

West Hatch High School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **17. Damage to property and breakages**

- 17.1 Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- 17.2 Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.
- 17.3 Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **18. Remissions and concessions**

- 18.1 The school will give consideration to the remission of charges made in respect of board and lodging to parents or carers who receive the following support payments:
- Income Support
  - Income based Job-seekers Allowance
  - Income related Employment and Support Allowance
  - Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,480)
  - Support under part VI of the Immigration and Asylum Act 1999
  - Guaranteed Element of State Pension Credit.
  - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
  - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- 18.2 Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
- 18.3 The Headteacher, Finance and Premises Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
- 18.4 The Headteacher, Finance and Premises Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

## **19. Voluntary contributions**

- 19.1 The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education and would not otherwise be possible to support from general school funds.
- 19.2 In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

19.3 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

#### **Inability or unwillingness to pay**

19.4 West Hatch High School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

19.5 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

#### **20. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance and Premises Committee.

#### **21. Other Charges**

21.1 The Headteacher, Finance and Premises Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or copies of a student's file.

21.2 Photocopying and scanning for charitable and profit making organisations is allowed providing that school objectives are not compromised. Costs will cover all incidentals and staff time. Systems for invoicing and debt collection will be suitably documented and carried out.