



## Endon High School Charging and Remissions Policy

### Aims

1. To maintain the right to free school education and full access for all pupils to the requirements of the National Curriculum.
  - a) To clarify the distinction between a “charge” and a “voluntary contribution”.
  - b) To determine which activities are a requirement of the National Curriculum and must therefore be subsidised wholly by the school to enable all eligible pupils to participate, irrespective of their parents’ willingness or ability to make voluntary contributions.
  - c) To establish the right of schools to request voluntary contributions for activities/trips which are not a requirement of the National Curriculum.
  - d) To determine which costs will be covered in any voluntary contribution requested by the school.
2. To state the school’s policy on charging for public examinations.
3. To clarify the school’s policy on subsidising music instrument tuition for pupils taught individually or in groups not exceeding four.
4. To clarify the school’s policy on charging for resources, materials, books, etc.:
  - to ensure that pupils who both wish to and are able to purchase their own books and learning resources are given clear information about what is essential/desirable for a particular course;
  - to ensure that no pupil is academically disadvantaged by either the inability or the unwillingness to purchase essential resources;
  - to provide parents with clear information in this matter;
  - to ensure consistent practice across all departments in the school.

### **Principles underpinning these aims:**

#### **1. General**

Legislation makes it clear that education provided during school hours must be free. This includes materials, equipment and transport provided by the LA in school hours or by the school to carry pupils between the school and an activity which is part of the National Curriculum. “School hours” are those when the school is actually in session and do not include the break in the middle of the day.

#### **2. Voluntary Contributions**

Headteachers or governing bodies may ask parents for a voluntary contribution towards the cost of a school activity which is not part of the National Curriculum:

❖ Any activity which takes place during school hours

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible and there is no way to make up the shortfall, then it must be cancelled.

## **Residential Trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the cost of the actual provision.

Where the trip takes place wholly or mainly during school hours and is part of the National Curriculum children who are eligible for free school meals will be entitled to remission of these charges.

A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the national curriculum or forms part of the syllabus for a public examination or religious education.

Voluntary contributions may be requested for other costs, e.g. transport but this must be made explicit in the information to parents.

## **Education out of school hours**

Parents can be charged for activities that happen outside school hours only when these activities are not an essential part of the National Curriculum, or form the part of the school's basic curriculum for religious education.

### **3. Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in the regulations. However an entry fee may be charged to parents if:

- ❖ The examination is on the set list but the pupil was not prepared for it at school;
- ❖ The examination is not on the set list but the school arranges for the pupil to take it;
- ❖ A pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

### **4. Musical Instrument Tuition**

Charges may be made for teaching either an individual pupil or groups to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination being followed by the pupil.

Governors are mindful that pupils who take up instrument tuition within school are buying not only into the tuition itself but into far wider opportunities in school for performance and involvement in a range of activities (e.g. participation in a school show, concerts, orchestral residential week, local community events) which are valued by pupils and parents, and which require significant additional effort and workload from staff across the school as well as within the music department. The value of the tuition cannot therefore be measured solely in terms of "lessons per term" but also in the enhancement of the individual pupils' experiences and opportunities as a result of these lessons.

When undertaking the annual review of the school subsidy, governors weigh the considerable benefits to all pupils and the school of using a proportion of the available budget to support music against the demands of other areas of the curriculum which currently do not receive any similar extra-curricular support.

### **5. Charging for resources, materials, books etc.**

A firmly held principle is that no pupil should be disadvantaged by the inability to purchase essential books and materials for curriculum courses.

It is recognised however, that many pupils and their parents are willing, able and indeed prefer, to purchase their own copies of textbooks, revision guides, workbooks, etc.

Individual purchase of curriculum materials can benefit departments in a number of ways:

- a) Reduction on expenditure from departmental capitation;
- b) Improved pupil accountability for care of resources;
- c) Reduction in lost/damaged goods;
- d) The ability to purchase books from pupils at the end of the course at a reduced rate;

- e) Increased awareness of involvement in and responsibility for a child's learning by pupil and parents;
- f) The flexibility of pupils being able to annotate own copies for purposes of understanding and revision.

A clearly expressed, understood agreed code of practice is required to enable individual purchase of resources whilst protecting the educational rights and the entitlement to equal opportunity of all pupils.

## Practice

### Trips/Visits

#### 1. **Definitions:**

1. i) a charge is a requirement for payment for a trip or activity, without which a pupil will not be able to take part, although the activity itself may still go ahead for those willing/able to pay
2. ii) a voluntary contribution is just that: voluntary. If a trip cannot run without sufficient voluntary contributions, then the trip must be cancelled.

#### 3. **Day Trips**

At Endon High School, day trips fall into the second category and take place only after receipt of sufficient voluntary contributions.

4. Activities offered by Endon High School which are a *requirement* of the National Curriculum are Geography field trip at Key Stage 3 and 4 The costs for these trips are, therefore, met from the school's budget.
5. All other trips/visits during the school day, which are not a requirement of the National Curriculum, are funded fully through voluntary contributions. Parents are informed that, as the trip is not a requirement but an enhancement activity, it will run only if sufficient voluntary contributions are received. If this does not happen, the trip will be cancelled. (It is not necessary for every pupil actually to take part in the trip as there may be reasons other than financial which result in a parent not signing up and, in these cases, the pupil/s are accommodated at school in lessons with normal work to do.)
6. A "charge" may be levied for trips which take place out of school time (e.g. evening theatre trips). There is no need for any school subsidy for these activities.
7. As a result of implications for the budget arising from the Workload Agreement for teachers, school trips, activities and visits now include in the voluntary contribution a payment towards transport and entry fees but also towards supply/cover supervision costs. This may be the whole cost or a proportion thereof, at the discretion of the Headteacher and group leader. The aim is to keep the cost of these trips reasonable but to ensure that school funds are not used to sustain what is, in effect, an extra for a minority of pupils.

#### **Residential Trips**

8. A *charge* to cover the costs of board and lodging and transport is made for any other residential trips/visits which take place wholly or mainly in school time which are not part of the National Curriculum. As residential activities of this nature are generally add-on extras (a combination of "holiday" and enhancement), and are available only to limited numbers, school subsidies are deemed not to be appropriate use of school funds. The governors have agreed that such trips will be cancelled if insufficient parents are willing to contribute towards the full cost. There may be the possibility of a partial subsidy for Pupil Premium Grant pupils, at the discretion of the Headteacher and the group leader.

#### **Music Tuition Fees**

9. Governors agree to the partial subsidy of music instrument tuition for all pupils with a full subsidy for Pupil Premium Grant pupils.
10. The governors review the music instrument costs annually and agree the parental contribution for the following academic year. This is communicated to parents by the Headteacher in advance of the autumn term.
11. **Governors have agreed the following charges for all other music tuition:**

**Individual Lessons:** For slightly more advanced musicians it may be prudent to offer individual tuition with one of our staff. Certainly pupils who are at around Grade 4 level or above should be getting more individual attention, and this can be catered for where timetabling allows. Mr. Tapley in consultation with both instrumental staff and parents will decide if this is the right route for your child.

| Type of Lesson   | Duration                           | Cost per term  | Cost per year | Example cost per lesson |
|--|------------------------------------|--|---------------|-------------------------|
| Individual Lesson  | 20 minutes during curriculum time. | £152.00 per term payable on the first day of each term.              | £456.00       | £12.65 per lesson       |
| Group of 2   | 20 minutes during curriculum time. | £76.00 per term payable on the first day of each term.               | £228.00       | £6.34 per lesson        |
| Group of 3   | 20 minutes during curriculum time. | £50.67 per term payable on the first day of each term.               | £152.01       | £4.22 per lesson        |
| Very Little Big Band.<br>(Beginner wind players in Year 7/8) | 1 hour per week after school.      | £100.00 total cost for the year payable on first day of Autumn term. | £100.00       | £2.78 per lesson        |

### GCSE Music Pupils

It is very much a requirement of the course that pupils progress to something like Grade 4 standard by Year 11. It is therefore our intention to provide tuition for these pupils with some subsidy; such is the importance of supporting them to achieve their best at GCSE. A charging structure for these lessons is below:

| Type of Lesson       | Duration                           | Cost to parent per term                                 | Example cost per lesson | Subsidy from school                              |
|----------------------|------------------------------------|---|-------------------------|--|
| Individual- option 1 | 20 minutes during curriculum time. | £100.00 per term payable on the first day of each term. | £8.34 per lesson        | £52.00 per term (total cost per term is £152.00) |
| Individual –option 2 | 30 minutes during curriculum time. | £150.00 per term payable on the first day of each term. | £12.50 per lesson       | £78.00 per term (total cost per term is £228.00) |

### 16. Examination Fees

The school levies a charge for examination fees only where:

- the pupil has been taught by an external agency in preparation for the examination;
- the examination is not prescribed in regulations;
- the pupil fails to take the examination without good reason (this includes failure to complete the necessary coursework requirement for entry as well as failure to attend for the examination without medical or other good reason);
- the parent insists on entry at a higher level than the school's recommendation (in this instance, the entry fee is reimbursed should the pupils achieve a grade).
- The parent wishes the pupil to re-sit an examination to achieve a higher grade, if this is not deemed essential by the school.

## Other Charges

17. The school charges for materials where there is an end product (e.g. Technology, where a parent has indicated that s/he wishes to have ownership of a finished article produced at school). All pupils take part in the activity without charge, but may not take ownership of the product without payment unless they are Pupil Premium Grant pupils.
18. Departments may levy a contribution for additional books/resources which are recommended as helpful to a course, according to the following principles:
  - Teachers communicate full details in a letter to parents, in which the book/resources is clearly identified, together with its price and the avenue for purchase. The letter states overtly the voluntary nature of this purchase and the reassurance that no child will be disadvantaged if unable/unwilling to buy.
  - Teachers initiate the system for ordering the resources and collecting in money, utilising clerical support as appropriate.
  - All payments **must go through the School Fund**.
  - Discounts are passed on to the pupils: no system can result in a profit.
  - All pupils who do not purchase the books or resources for whatever reasons must have access to a school copy for any required school task or homework.
  - Exceptions to this occur within certain practical subjects where a pupil may be requested to purchase ingredients for cookery, wood, textiles, art materials, etc for technology/art, where the end product becomes the property of the pupil. The school will subsidise such materials for Pupil Premium pupils, but the end product will then not necessary be the property of the pupil.

## ParentPay

The school now has a secure online payment system for all payments made to school other than catering. This is through ParentPay ([www.parentpay.com](http://www.parentpay.com)). All contact for payments is to be made through school or email [parentpay@endon.staffs.sch.uk](mailto:parentpay@endon.staffs.sch.uk).

Governors agree that if there is a balance of more than £5 per pupil from a trip that this is refunded to parents as soon as possible.

Reviewed: September 2017

To be reviewed annually – July 2018