

CARISBROOKE HIGH SCHOOL CHARGING AND REMISSION PROCEDURE

1. Introduction

- 1.1 The purpose of this guidance is to set out the school's policies on charging and remission for school activities and visits. The procedure is based on the Isle of Wight Council's Policy on Charges and Remissions for School Activities www.eduwight.iow.gov.uk (LA/school handbook), the Guide to Law for School Governors, March 2009, Chapters 21 to 23 www.governor.net.co.uk, and the DCSF, Fair Access Division, Charging for School Activities, revised January 2009.
- 1.2 Carisbrooke High School will comply with the requirements in Sections 449-462 of the Education Act 1996 setting out the law on charging for school activities in schools maintained by local authorities in England.

2. Education

- 2.1 Charges will be made for any materials, books, instruments, or equipment, where the student's parents/carers wish to own them. Charges for ingredients and materials will normally apply to practical subjects such as food technology or design and technology.
- 2.2 Students who request an examination re-sit will normally be asked to make a voluntary contribution equal to the cost. However, from time to time Subject Leaders or Directors of Learning can, with parental permission, request a re-sit and the full cost will be met by the school.

3. Optional extras

- 3.1 Charges will be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:
 - education provided outside of school time that is not
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education
 - one administration fee charge for any examination entry fee(s) if the registered candidate has not been prepared for the examination(s) at the school;
 - transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
 - board and lodging for a student on a residential visit.
- 3.2 In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- the cost or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

4. Voluntary contributions

- 4.1 The school will ask for voluntary contributions for the benefit of the school or any school activity. However, if the activity cannot be funded without voluntary contributions, the school will advise the parents/carers of this at the outset. There is no obligation on the parents/carers to make any contribution.
- 4.2 No student shall be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, it will be cancelled. If parents/carers are unwilling or unable to pay, the student will be given an equal chance to participate in the activity.
- 4.3 The school will make it clear at the outset what the policy is for allocating places on school visits. Some visits may have a ceiling on the numbers of students able to attend and the school will not select attendees on ability to pay. The school will determine other criteria for selection. The school will make clear at the outset what charges to others are included in the cost of the visit, these may be:
- train, bus and ferry charges on scheduled public transport;
 - entrance fees to establishments, eg museums, not owned by the Authority.
- 4.4 When making requests for voluntary contributions to the school funds, parents/carers will not be pressurised into paying as it is voluntary and not compulsory. The school will not send out colour coded letters to parents/carers as a reminder to make payments into the school or maintenance funds. The school will not send direct debit or standing order mandates to parents/carers when requesting contributions.

5. Residential visits

- 5.1 The school will charge for:
- board and lodging and the charge will not exceed the actual cost.
- 5.2 When the school informs parents of a forthcoming visit, it will make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
- Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040 (Financial Year 2009-10);
 - The guarantee element of State Pension Credit; and

- An income related employment and support allowance that was introduced on 27 October 2008.

6. Music tuition

- 6.1 Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
- 6.2 The Education and Inspections Act 2006 introduced a regulation-making power which allowed the DCSF to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.
- 6.3 Charges may be made for teaching either an individual student 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. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

7. Remission

- 7.1 The school will notify parents/carers at the outset any circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with this charging policy.
- 7.2 **Education partly during school hours:** Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. The school can charge for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
- 7.3 **Non residential activities:** If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example an excursion might require students to leave school an hour before the school day ends, but the activity does not end until late in the evening.

- 7.4 **Residential visits:** If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours, even if some activities take place late in the evening. Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.