



Statutory Policy  
On  
Charges and Remissions

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Drafted by:  
Director of Business & Finance

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March 2023

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Person(s) Responsible for Day to Day Management:  
Director of Business & Finance  
Mrs Wendy Keeble

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Person Responsible for Review:  
Director of Business & Finance  
Mrs Wendy Keeble

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## **BLYTHE BRIDGE HIGH SCHOOL & SIXTH FORM CHARGES AND REMISSION OF CHARGES POLICY**

### **Charging Policy**

The charging policy relates only to charges which may be made by the School's Governing Body.

### **Optional extras**

Charges may 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:
  - 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; or
  - 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 (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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; and
- 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 pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Charges will also be made in respect of the following:

1. Individual tuition in playing musical instruments. These charges will include tuition costs, sheet music and insurance of instruments.
2. Ingredients and materials needed for practical subjects.
3. Non- residential activities, which take place for 50% or more outside school hours and where agreed in advance. The charges will include all associated costs of the activity / visit and for any necessary overnight accommodation (where a school activity involves nights away from home).
4. Full costs of residential visits.
5. Entry of students in public examinations where he/she has not been prepared/tutored by the school.
6. The entry of students, with parental agreement, for a public examination other than one on the prescribed list. Failure, or likely failure, on the part of the student, without good reason, to complete the examination requirement for any public examination prescribed or otherwise for which the Governing Body has paid, or is liable to pay, an entry fee.

### **Remission Policy**

1. The remission of charges will only apply (in part at the discretion of the school) to those students whose parents are in receipt of Income Support and only in respect of costs charged directly by the school and for activities taking place wholly or partly during school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours.
2. The school will remit the charge for the entry fee of a student who fails to complete the examination requirements for any public examination where such failure is attributable to illness or absence recognised or approved at the time by the school as unavoidable or allowable.

### **Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

We will not exclude a child from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

We will make parents aware of this via the visit letter by stating the following:

“To enable this school visit to go ahead we are seeking a parental contribution towards the cost of the visit”

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.