

012 Charging and Remissions including Sale of Learning Materials

Responsibility: Headteacher

Date: March 2018

Next Review: March 2021

This policy describes the circumstances when the parents¹ of students at Holmfirth High School will be asked to pay for school activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute.

It also describes Remissions - when costs may be waived for students from low income households.

Finally, it describes how equipment for learning will be purchased and sold to students and parents.

1. Introduction

- 1.1 The purpose of the Policy is to ensure that there is clarity over those items which Holmfirth High School will provide free of charge and for those items where there may be a charge.

The Policy has been informed by the Department for Education Guidance *Charging For School Activities* which was last updated in October 2014.

2. Responsibilities

- 2.1 The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy on a regular basis to ensure that it meets with current guidance from the Department for Education.

3. Policy Statement

- 3.1 All activities that are a part of the National Curriculum for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the student is being prepared for at Holmfirth High School, or part of the religious education curriculum will be provided free of charge. This includes any materials, equipment, and transport to take students between the school and the activity.

¹ The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s) at Holmfirth High School

Examination entry fees are normally paid by the school but there are circumstances whereby parents may be required to pay the fees (please refer to the Examinations Officer for details).

The school reserves the right to charge parents where a child has failed to attend a public examination without a medical authorisation for absence. In these circumstances the charge would be for the full cost of the exam entry.

4. Voluntary Contributions

- 4.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when parents are initially informed about the planned activity that this is the case. When a contribution is being sought from parents, the school will reference the Charging and Remissions Policy. This is to highlight to parents that some contributions are voluntary and that in these instances there is no obligation for parents to make any contribution.

No student will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Where such organisations charge for these activities the school may ask for a voluntary contribution from parents.

Ingredients, materials, etc. for practical subjects will be provided by the school but parents may be asked to contribute on a voluntary basis. The school may charge for, or require, the supply of ingredients and materials if parents have indicated in advance a wish to own the finished product.

5. Optional extras / activities outside of the school day

- 5.1 We will charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at Holmfirth High School or part of religious education. Examples are attendance at sports fixtures / events and theatre visits. Charges will be based on the cost incurred less any specific funding received.
- 5.2 We will charge for resources where parents wish for the student to own the resource.

6. Education partly during school hours

- 6.1 A charge will only be made 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 student is being prepared for at Holmfirth High School and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

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).

7. Music Tuition

7.1 Charges may be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing. Charges may 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).

8. Residential Trips

8.1 There will be no compulsory charge for:

- Education provided on any visit that takes place during school hours and 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 Holmfirth High School, or
 - part of religious education; and
 - involves supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

The school will charge for:

Board and lodging (the charge will not exceed the actual costs).

9. Miscellaneous

9.1 The school may ask parents to pay the cost of breakage and damage to items such as broken windows, damaged or lost text books, especially if this is a result of a student's behaviour.

10. Remission

10.1 When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits may 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 £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

(The criteria that entitle families to an exemption from paying for the cost of board and lodging has been aligned with free school meals criteria.)

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made directly to the Headteacher

11. Calculating Charges

- 11.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who are unable to pay. The charge may include an element for the cost of the school administration in organising the activity and the cost of supply staff required to facilitate the trip.

12. Sale of Essential Learning Materials

- 12.1 From time to time, students will require designated, specialist and/or technical equipment in order to carry out their school work.
- 12.2 To ensure that the students purchase the correct equipment at a reasonable price, Holmfirth High School will, from time to time, arrange bulk buying from suitable suppliers and resell the equipment on at the cost price.
- 12.3 If the equipment is essential to the education of a student, and there is a requirement for the item to be transported from home to school and then back home, e.g. artwork carry case, musical instrument, etc. then VAT will not be charged.
- 12.4 In order to comply with VAT regulations the equipment will only be sold on the basis of one item per student. A record will be kept of the relevant child's name for HMC&E inspection.
- 12.5 It is not the school's intention to profit from the sale of such equipment. However, at times it can be very difficult to ascertain a cost price for the item (e.g. when using bulk buying, especially if the take up rate is difficult to pitch). Therefore from time to time there will be a slight profit made on the sale. Records of the original costing will be kept to verify the original selling price. If a profit does accumulate this will be used to subsidise the future cost of providing this service to students and parents.
- 12.6 Any member of staff planning to purchase equipment for resale to students must, in the first instance, contact the Finance Office for clarification of the VAT situation.
- 12.7 It is the school policy in procurement to obtain 'best value' at 'best price' and the Finance Office is available to assist in the procurement of materials and equipment.
- 12.8 Staff planning to sell learning equipment or collect contributions for curriculum products (eg art packs, text books, DT work) must contact the Finance Officer and provide an electronic copy of the letter they propose to send to parents – the letter

must not be sent until approved by the Finance Officer. The Finance Officer will ensure that an appropriate service is set up on ParentPay for the collection of monies.

- 12.9 All equipment/book purchases must be made through official orders and the Finance Office, and monies must be collected only as described in policy 082 School Money Collection (ISBN and School Fund Policy).

Policy version: This policy was ratified by the Governing Body on

It will be reviewed and ratified every 3 years.

Contacts for Further Information

School: Headteacher

The Department for Education (DfE)
0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol
0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency