



# Todmorden High School

## **Charging & Remissions Policy**

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## THE CHARGING & REMISSIONS POLICY

### Purpose

At Todmorden High School we believe that all of our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Policy Aims

- To make School activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to Parents', students and school
- Which acknowledges the cost of such activities to the School's budget.

This policy has been reviewed whilst considering the DfE "Charging for School Activities" (January 2014) guidance\*.

#### 1. Charges may not be made for:

- Admission to the School.
- Education that takes place during officially recognised School hours.
- Activities relating specifically to the School Curriculum, for Pupil Premium students.
- Entrance fees for prescribed examinations.
- Transport costs during School hours, other than for Rewards Trips where students/parents will be required to contribute to the cost.
- School equipment, materials, facilities etc.
- Activities or visits taking place wholly or mainly during School hours, (i.e. at least 50% during School time), apart from Rewards Trips where students/parents will be required to contribute to the cost.

#### 2. Chargeable Items

- Optional extra activities which take place wholly or mainly outside School hours and which are based on parental choice (i.e. at least 50% outside School time).
- Board and lodging on residential visits. (see item 4)
- Individual music tuition (instrumental) for which there is a parental agreement and where it does NOT form part of the curriculum or part of the syllabus for a prescribed examination.
- Wilful damage to School property, equipment, furniture.
- Damage to school property which is as a result of inappropriate behaviour
- Loss or damaged text books.
- Ingredients and materials for subjects such as Technology where parents have indicated a wish to own the finished product (payment could be in kind).
- The recovery of examination fees where a pupil fails, without good reason, to complete the examination requirements e.g. non-attendance on the day of the exam.
- The recovery of BTEC registration fees where a pupil fails, without good reason, to complete the award e.g. the pupil leaves the school voluntarily, fails to attend any lessons, fails to complete the necessary coursework, etc.
- Examinations for which a pupil has not been prepared in School or during School hours.
- Examination re-sits for which the pupil has not received any additional preparation in school.

### 3. **Residential Visits**

#### **Remission of Charges**

- Any parents in family difficulty (income support/family credit) are invited to approach the Headteacher, who, in the strictest confidence, will approach the Governors who may be able to offer a degree of financial support for certain activities.

### 4. **Voluntary Contributions**

- These may be requested for any activity, whether during or outside School hours, residential or non-residential.
- There is no restriction placed on the use which can be made of such contributions.
- There will be no obligation to contribute and pupils will not be treated differently according to whether or not their parents have contributed.
- If an activity/visit cannot be funded without certain voluntary contributions, and if these indicated contributions are not forthcoming, the activity/visit might not take place.

*\*Ref:*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)