

# Birkdale High School



Birkdale  
High School

Aspire - Thrive - Succeed

## Charging and Remissions Policy

May 2017



## Birkdale High School Charging & Remissions Policy

<i>Date of Policy:</i>	<i>May 2017</i>
<i>Members of staff responsible:</i>	<i>Business &amp; Finance Manager (J Smith)</i>
<i>Review date:</i>	<i>June 2019</i>

### **Introduction**

The Governing Body recognises that, in general, the provision of education is free but as permitted by the Education Act 1996, some charges are permissible. The policy sets out where charges may be applied at Birkdale High School. Academies are required through their funding arrangements to comply with the law on charging for school activities.

The Governing Body recognises that the Act prohibits charges for school activities which take place within school hours and/or are part of the school curriculum. This policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

### **1. The School cannot charge for:**

- an admission application;
- education provided during school hours (including the supply of any materials, books, instruments and other equipment);
- education provided outside of 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 the school, or part of religious education;
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer;
- examination re-sit(s) if the student is being prepared for the re-sits at the school.

## 2. The School can charge for:

- any materials, books, instruments, or equipment, where the student's parent/carer wishes him to own them;
- cost of transport from home to an activity sanctioned but not provided by the school e.g. travel to work experience;
- optional extras (**see section 3**)
- music and vocal tuition in certain circumstances (**see section 5**)
- community facilities/lettings
- re-sit examinations, unless entered at the request of the school.
- re-mark and clerical checks requested by students;
- request for scripts;
- examination for which the student has not been prepared by the school, except GCSE in MFL for EAL students;
- where the student fails, without good reason, to meet the examination requirement for a syllabus, the fee paid by the school can be recovered from the student's parents/carers. The charge will comprise the fee levied by the examinations Board, plus an administration fee to be retained by the school.
- where a student insists on being entered to a specific exam against the school's advice, then the whole cost of the exam entry will be charged to the student. All discussions in respect of this will include the parents or carers of the student. Parents/carers will be invoiced for the full cost of the exam entry plus an administration charge.

## 3. 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 books, materials, instruments, or equipment.

### **Optional extras are:**

- education provided outside of school time that is **not**:
  - a) part of the Curriculum;
  - b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
  - c) part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- transport that is not taking the student to school or other premises where the school has arranged for the student to be provided with education;
- board and lodging for a student on a residential visit/trip.
- extended day services offered to students (e.g. breakfast club, after school clubs, supervised homework sessions).

### **Cost of optional extras:**

When 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;
- 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
- 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 (**see section 5**)

Any charge made in respect of individual students will cover only the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the charges in full.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers absent from school accompanying students on visits/trips.

Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to pay the charges. Parent/carer agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

#### **4. Voluntary Contributions**

Birkdale High School is permitted to request voluntary contributions for the benefit of the school or any school activities. However, where an activity cannot be afforded without voluntary funding, this will be made clear to the parents/carers by the school at the outset. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents/carers to make a contribution.

The school is committed to ensuring fair access and treatment of all students. and this means ensuring that no student is excluded from an activity because his parents/carers are unwilling or unable to pay. If insufficient voluntary funds are raised to fund an activity, or the school cannot fund it from some other source then it will be cancelled. Birkdale High School will ensure that this is made clear to parents/carers. If a parent/carer is unwilling or unable to pay, their son must still be given an equal chance to go on the visit.

## **5. Music Tuition**

The school follows government legislation that states that all education provided during school hours must be free. However, instrumental and vocal music tuition is an exception to this rule.

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, providing that the tuition is provided at the request of the student's parent/carer.

Where a charge is made for musical instrument tuition, the parent/carer will be required to commit to tuition for one term and make payment in advance. The 'contract' underlying that activity will be between the school and the parent/carer. The parent/carer must provide advance written notice of at least one term to withdraw their son from musical instrument tuition. Appendix 1 provides a copy of the details that are provided for parents/carers.

No charge will be made in respect of a student who is looked after by a Local Authority or who is in receipt of Pupil Premium.

## **6. Transport**

**The school will not charge for:**

- transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;

## **7. Remissions and Concessions**

The school recognises that home circumstances may be difficult and not all family situations may be able to afford the cost of some events and activities. Parents/carers may apply to the school for remission of charges in whole or part towards charges for activities. To qualify for assistance, parents/carers must contact the Headteacher in the first instance. (See also the school's Hardship Policy).

Parents/carers may be required to provide proof of their income and/or benefits. Parents/carers in receipt of recognised benefits may be considered for a remission of charges. Each request is considered on its own merits and the final decision is made by the Headteacher.

If, for any reason, a trip or activity makes a profit of over £5 per child this will be refunded to the parents/carers.

## 8. Residential Visits

### **The school cannot charge for:**

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside of school hours if it is part of the Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
- supply teachers to cover for those teachers who are absent from school accompanying students on residential visits/trips;

### **The school can charge for:**

#### **Board and lodging**

When a visit has been organised by the school where there may be a charge for board and lodging, parents/carers will be informed of this before the visit takes place. We will charge anything up to the full actual cost of board and lodging on residential visits, whether it is classed as taking place during school hours or not. The charge will not exceed the actual cost.

Parents/carers who can prove that they are in receipt of certain benefits may be exempt from paying this cost (see **section 7** for more guidance on remissions).

#### **Travel**

Travel charges may apply when a residential activity takes place outside of school hours. These charges may not apply to those students entitled to remissions.

## 9. Activity 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. However, a charge can 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 the school, and not part of religious education.

Where 50% or more of the time spent on the activity occurs during school hours, it is deemed to have taken 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 the 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 evening.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying students on a visit/trip.

#### **Residential activities:**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of days spent on the visit, it is deemed to have taken place during school hours (even if some activities have taken 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 noon or midnight on any day.

### **9 Sales to Students**

The school holds a small stock of extra exercise books and stationery items that are available to students to purchase. ~~No profit is made from these sales.~~

The School also permits the sale of any materials, books, instruments, or equipment, where a parent/carer wishes to own them. This includes resources bought specifically for an Individual Art or Design piece of work.

### **10 Loss or Damage to School Property**

Loss of, damage to, or breakage of school property e.g. books, windows, furniture, equipment etc. will be charged for if caused by negligence or a deliberate act. The charge will be the cost of replacement or repair, or such lower cost as determined by the Headteacher.

Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

### **11 Charges for Other Services**

Where the school permits its staff to work at other establishments and there is a cost to the school for the provision of this service, then the school will invoice for the full cost incurred. This will include where teachers, leaders or other professionals are requested to advise or provide other services to other educational establishments, government bodies or private companies. The charge will include all reasonable costs including travel, subsistence, accommodation, staff cover and administration costs including, an additional charge if the school deems it appropriate.

The School may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## **12 Community Facilities**

Schools are allowed to provide facilities that can be used by the local community e.g. out of hours/holiday care or sports sessions. Schools can charge for the use of these facilities, and a profit can also be generated providing it is spent on the purposes of the school or on community facilities.

Birkdale High School Lettings Policy provides further details regarding community facilities.

## **13 Debts**

Whilst payment in advance is the preferred arrangement, there may be occasions where a debt may occur. In this instance, the school will make every effort to recover the debt. The following methods will be used for the collection of outstanding debts:

- Suspension from future activities/events until the debt is cleared
- Verbal reminder of the student
- Note to the student
- Verbal or telephone conversation to parent/carer
- Letter or electronic communication to parent/carer
- Legal proceeding for recovery

The Business and Finance Manager will decide on the most appropriate method and on any escalation necessary. The value of the debt will be considered in the decision to escalate. Only when all appropriate avenues have been exhausted shall the debts be considered for writing off. The writing off of any debts shall be the recommendation of the Business and Finance Manager and reported to the Governors Resources Committee for approval. If the debt is greater than the value set out in the Academy Funding Agreement, prior approval of the DfE is required before being written off.

### **THE LAW & GUIDANCE**

Education Act 1996: section 449 – 462

DfE Charging for school activities – Departmental advice for governing bodies, school leaders, school staff, and local authorities – October 2014.



# APPENDIX 1

## Music Tuition From September 2016

If your son is interested in taking Music Lessons please complete and return this form for the attention of Emma MacDonald or via email - [emacdonald@birkdalehigh.co.uk](mailto:emacdonald@birkdalehigh.co.uk) at your earliest convenience.

Pupil Name: \_\_\_\_\_ Reg \_\_\_\_\_

Please indicate what instrument your son would like to receive tuition for – you can select up to 2 options:

Piano	Guitar
Brass	Woodwind
Double Bass	Drums

- The cost of lessons for the academic year will be £225
- In a full year your son is guaranteed minimum of 30 lessons.
- Fees are due in the first week at the start of each new term.
- To ease the financial commitment the school will accept payments of a termly basis of £75 per term. If you are interested in this option please contact Emma MacDonald.
- Pupils receiving Pupil Premium will NOT be charged.
- If your son has opted to take Music at GCSE – you will NOT be charged. – (applicable to Y10 & Y11)
- Should your son decide he no longer wishes to attend lessons we would require notice in writing, however the full amount will still need to be paid in full. This is because the school enters into an annual contract with the Music Service to secure tuition for the year.
- We require this signed form back from all parents wishing to take advantage of the service, any boys without a completed form will not be able to take part.

I/We would like our son to take part in Music Tuition in school Yes / No

I/We agree to Birkdale High Schools charging policy for Music Tuition – £225 for the academic year 2017/18 Yes / No

My son is in Year 10 – Year 11 and has opted to take Music GCSE Yes/No

My son is in receipt of Pupil Premium Yes/No/Not Sure

Signed  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print  
Name \_\_\_\_\_

Dear Parent/Carer

The School offers a varied and extensive range of extra-curricular music tuition.

Lessons usually take place during curriculum time and efforts are made to ensure that the same school lesson is not missed each week.

Lessons are subsidised by the school and the fees payable for the September 2017 to July 2018 academic year will be £225. To ease the financial commitment, the school will accept payments on a termly basis of £75 per term. When accepting instrumental tuition for your son you are committing to paying £225 for the full year. In the event that your son no longer wishes to continue with his lessons the school needs to be advised in writing, however, the payment of £225 for the three terms will still need to be made. This is because the school has to enter into an annual contract with the music teachers to secure tuition for the year. Please note that all payments should be made within the first week of the start of each new term through ParentPay or by cheque as cash payments cannot be accepted.

In a full year your son is guaranteed a minimum of 30 lessons. Fees are due within the first week of the start of each new term. For the option of paying in instalments please contact Emma MacDonald in the Finance Office.

As in previous years if your son is in receipt of Pupil Premium the school will be able to help cover the cost of tuition. If this applies to you please contact Emma MacDonald in the finance office to discuss what help we are able to offer.

If you would like your son to have music tuition during the 2017/18 academic year please return the attached reply slip to the Finance Office. This is so that we can reserve places that our existing students require before we offer places to our new student intake for September 2017.

Yours sincerely,

BIRKDALE HIGH SCHOOL

---

**MUSIC TUITION REPLY SLIP – FAO Emma MacDonald**

I would like my son to receive music tuition from September 2017 to July 2018.

Name of Student:.....

Year:.....

Instrument/s Maximum

2.....

I understand that, in the event that my son does not continue with his music tuition, the total payment for £225 for the three terms will still need be paid.

I agree to make payment within the first week of the start of each term.

Signed:..... Print

Name.....

Date:.....

Dear Parent/Carer

I understand your son has taken part in extra music lessons in his Primary School. We are contacting you to let you know that we offer an extensive range of extra-curricular music tuition should your son wish to continue with his lessons here at Birkdale High School.

Lessons usually take place during curriculum time and efforts are made to ensure that the same school lesson is not missed each week.

Lessons are subsidised by the school and the fees payable for the September 2017 to July 2018 academic year will be £225. To ease the financial commitment, the school will accept payments on a termly basis of £75 per term. When accepting instrumental tuition for your son you are committing to paying £225 for the full year. In the event that your son no longer wishes to continue with his lessons the school needs to be advised in writing, however, the payment of £225 for the three terms will still need to be made. This is because the school has to enter into an annual contract with the music teachers to secure tuition for the year. Please note that all payments should be made within the first week of the start of each new term through ParentPay or by cheque as cash payments cannot be accepted.

In a full year your son is guaranteed a minimum of 30 lessons. Fees are due within the first week of the start of each new term. For the option of paying in instalments please contact Emma MacDonald in the Finance Office.

If you are in receipt of Pupil Premium these costs will be covered by the school – please contact Emma MacDonald in the Finance Office if you are unsure.

If you would like your son to continue his music tuition at Birkdale High School when he joins us in September for the 2017/18 academic year please return the attached reply slip to the Finance Office before 5<sup>th</sup> June 2017.

Yours sincerely,

BIRKDALE HIGH SCHOOL

---

**MUSIC TUITION REPLY SLIP**  
**FAO Emma MacDonald**  
**emacdonald@birkdalehigh.co.uk**

I would like my son to continue with his music tuition at Birkdale High from September 2017 to July 2018

Name of Student\_\_\_\_\_

Instrument/s (Max 2)\_\_\_\_\_

Signed:\_\_\_\_\_ Print Name\_\_\_\_\_