



CHARGING AND REMISSIONS POLICY

TOTTINGTON HIGH SCHOOL GOVERNORS' POLICY ON CHARGING

The Governors of the school recognise the valuable contribution that the wide range of additional activities including clubs, visits, trips and residential experiences can make towards pupils' personal and social education and development. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances:

School Journeys in School Hours

The board and lodging element of any residential activity deemed to take place within school hours.

Activities Outside School Hours

The full cost to each pupil of any activity deemed to be an optional extra taking place outside school hours.

Individual Instrumental Tuition

Although the law states that all education provided during school hours must be free, Music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families 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.

Charges may now be made for teaching either an individual pupil 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 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 pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for practical subjects. The Governing Body may charge for ingredients and materials or require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

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Examination Fees

An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it; and
- a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Breakages and Damage

For damage to property and equipment, caused as a result of a pupil's misbehaviour.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

As per most current authority guidelines and policy.

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 Headteacher **must** also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded 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, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and **not compulsory**. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.