



Charging and Remissions Policy

This policy document and content contained therein remains the responsibility of the Senior Leadership Team and Trustees. No amendments can be made without their express instruction. The Senior Leadership Team remain the final arbiters in all matters relating to this policy.

Policy Renewal Date:	13/12/18
Policy Approved Date:	13/12/16
Approved by:	Governing Body
Signature:	

Purpose

Legislation allows schools to charge for certain activities which take place outside school hours. Great Sankey High School's policy applies to charges made to parents/students

Under the terms of the Education Act 1996, the Governing Body of Great Sankey High School must have a policy on charging students to participate in school activities. By law, students may not be charged for taking part in activities that take place during the school day. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead. In any request for voluntary payments it must be clear from the terms in which it is made that:

- There is no obligation to make any contribution and
- That pupils will not be treated differently according to whether or not their parents have contributed towards the planned activity

Procedure

1. Admissions – no charge shall be made in respect of admission of students.

2. Provision of education – no charge shall be made in relation to the education of registered pupils where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the curriculum. The school may charge persons who are not registered pupils at the school for education provided or for facilities used by them belonging to the school.

3. Musical Instrument tuition – the school will charge a contribution towards musical instrument tuition either individually or for a group of students.

4. Musical Instrument hire – the music department have instruments that are available for hire to students.

5. Practical subject charge – charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students.

6. Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. However, as detailed at the outset, charges cannot be enforced where this forms part of the curriculum.

7. Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

8. Examinations – The school operates a separate Examinations Policy.

9. Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.

10. Remission of Parent/Student charges - Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims. Please contact the Finance Manager for further information.