



**MATTHEW MOSS  
HIGH SCHOOL**  
*Learning for Life*

Policy No.: 2

Policy: Charging and Remissions

Review Date: June 2018

Policy Name: Charging and Remissions

Nominated Lead Member of Staff: Assistant Head/Business Manager

Review Cycle: 2 years

Authorisation: Headteacher

Review Date: June 2018

## **The School's Policy on Charging Learners (and/or their Parents)**

It should be remembered that all parents have a right to expect their child to receive a free education at our school. However there are certain occasions when a charge can be made.

The Governing Body recognises the valuable contribution that a wide range of activities including school visits, after school clubs and residential experiences can make towards a learners' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

### **GENERAL PRINCIPLE**

The general principle within the Act is that no charge will be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within school hours (but excluding the mid-day break)
- Required for the National Curriculum but out of school hours
- For statutory religious education
- For a prescribed public examination prepared for by the school

However there are exceptions where the school can make charges.

### **EXCEPTIONS**

Charges are permitted under the Act to meet the costs of the following:

- Board and lodging on residential educational trips
- Non educational trips
- Music tuition and the hiring of musical instruments where the tuition does not form part of the syllabus for a prescribed public examination
- Materials/ingredients required to produce a finished product made in school (e.g. in art, design, food or technology lessons), where parents have agreed in advance that the finished article should be owned by the parent/carer or the pupil
- Entering a learner for a public examination which is not prescribed in regulations, and for preparing the learner for such an examination out of school hours
- Entering a learner for a public examination against the wishes of the school
- Re-marking an examination paper where the re-mark is requested by the parent or learner

- Re-sits of prescribed public examinations where no further preparation has been provided by the school
- Voluntary optional extras provided outside of school hours (or mainly outside school hours)

In all cases where a permitted charge is made, parents will be told the amount in advance. Charges will not be set with the intention of exceeding the actual cost per learner incurred.

## **VOLUNTARY CONTRIBUTIONS**

The Act permits voluntary contributions to be requested for any specific visit and/or activity either inside or outside of school time. In all cases where voluntary contributions are requested, parents will be told the amount in advance.

We will not charge for visits and outings made during school time. Letters sent out to parents informing them of school visits in term time should therefore use the term “contribution” and not “cost”.

No individual learner will be excluded from a visit or activity if their parent chooses not to pay the voluntary contribution. However the visit or activity may have to be cancelled if insufficient contributions are received.

## **MUSIC TUITION**

Charging parents for music tuition

The Department for Education’s (DfE’s) guidance on charging for school activities says that schools can charge for music and vocal tuition in some circumstances.

It explains that according to the Charges for Music Tuition (England) Regulations 2007, a school can charge for instrumental or vocal tuition provided that:

- The tuition is provided at the request of the pupil's parent
- The tuition is not an essential part of the National Curriculum or part of a public examination syllabus the pupil is following
- The pupil is not looked after by a local authority
- The guidance adds that charges may not exceed the cost of the provision, which includes the cost of the staff who provide the tuition.

In 2016/17 school will provide music tuition free of charge to those learners following an examination syllabus. After school sessions have been funded by school so that paid lessons are not required.

## **REMISSIONS**

learners whose parents are in receipt of government supports payments may, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support
- b) Income Based Job seekers Allowance
- c) Support under part IV of the immigration and Asylum Act 1999
- d) Child Tax credit where the parents is not entitled to Working Tax Credit and whose annual income specified by the Inland Revenue does not exceed the financial threshold for the current year.

In some circumstances school may offer subsidy using pupil premium funding. It should be noted that some learners who attract pupil premium are not currently entitled to free school meals. The remission only applies to those currently entitled to free school meals – any use of PP money to support trips is at schools' discretion.

## **ARRANGEMENTS FOR PAYMENT**

The school's Business Manager oversees the School Fund, which is run by the School Fund Clerk. Trip leaders and music teachers should encourage learners to post their money into the secure deposit safe at learner services where admin staff will record the information and issue a receipt. Alternatively the online parent pay facility can also be used to pay for visits, music tuition and school meals.

## **OTHER CHARGES**

To actively engage in learning, be ready to learn and be able to learn in many different contexts, it is essential that learners have the right basic equipment e.g. pens, pencils, rulers, calculators. Whilst there is no legal or formal requirement for parents to provide these items the school actively encourages parents and learners to purchase them.

Some optional items of equipment may on occasion be offered for sale by the school e.g. calculators, revision guides etc.

Photocopying and/or printing which is not required by a member of staff may be charged for.

The school will seek payment from parents for damage to or loss of school property caused wilfully or negligently by their child.

## **REFUNDS**

Refunds of charges or voluntary contributions received will be made in the following circumstances:

- Cancellation of trips or activities due to circumstances beyond the learner's control
- The school deciding that a learner should not take part in a trip or activity for whatever reason. Refunds will be reduced by the amount of any non-refundable deposits made
- Wherever a learner, having entered for a public examination against the school's wishes, achieves a grade in that examination
- In the event that an examination re-mark requested by a parent or learner is successful (the reimbursement of fees will be made by the examination board)

In other circumstances, at the discretion of the Headteacher.

## **Sports Hall Hire Charges**

The school hires out sports facilities to community groups and individuals during school holidays, evenings and weekends. The charges for hire and booking forms can be requested from the Community Sports Manager via the school website – these are reviewed annually by the governors.

Subsidies are made for community groups that encourage young people to get involved with sports and any profits made from hire of facilities is used to benefit the learners at MMHS.

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## **MINIBUS CHARGING POLICY (Donation towards running costs)**

The minibus is only used to meet school requirements

Charges are as follows:

0-3 hours	£5
3-6 hours	£10
6-12 hrs	£15
12-24 hrs	£30

Any full days thereafter will be charged at £30 per day.

The minibus will be provided full of diesel and must be returned the same.

If for any reason the diesel is not replaced it will be charged at garage prices.

These charges are reviewed each year and cover all aspects of minibus maintenance.

This is currently the position of Matthew Moss High School. However, Governors reserve the right to review this policy at regular intervals particularly with regard to additional educational facilities provided at our school. Any changes in the policy will be fully discussed with all parties concerned before being implemented.

## **M Moorhouse**

**Associated Policies:**  
**Special Educational Needs**  
**Pupil Premium**

