



**KING EDWARD VI**  
HIGH SCHOOL

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# KING EDWARD VI HIGH SCHOOL

## CHARGES AND REMISSIONS POLICY

**Encouraging and supporting all our learners to  
"Be the best that they can be"**

**Approved Date**                      **May 2020**

**Head teacher**

**Mr J Christey**

**Governor**

**Mrs M Witts**

**Review Date**

**Every 3 years or as legislation changes**



## **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher.

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.

The school day is defined as:

8.40 am	Student entry into school
8.45 am	Registration
9.00 am	Period 1
9.50 am	Period 2
10.40 am	Break
11.00 am	Period 3
11.50 am	Period 4
12.40 pm	Lunch
1.15 pm	Period 5
2.10 pm	Period 6
3.00 pm	School closes



## **Definitions**

### Community Facilities

Activities which the governors do not feel is of direct educational benefit to children at the school

### Extended school provision

Provision of childcare outside the standard school day where it is optional as to whether the child attends

### External Lettings

Letting to an organisation other than the school

### Remission

Where a charge is not payable, either in full or in part

## **Prohibition of Charges**

The Governing Body of the school recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil.;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;



- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## Charges

The following charges will be made by the Governing Body:

- a) Charges will be made for pupils' board and lodging which may be equal to but not exceeding the cost
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. non-teaching staff costs
  - iv. entrance fees
  - v. insurance costs
- c) individual or group tuition in the playing of a musical instrument where this is not an essential part of the National Curriculum or a public examination syllabus being followed by students.
- d) re-sits for public examinations where no further preparation has been provided by the school. The full cost will be charged.
- e) costs of non-prescribed examinations where no further preparation has been provided by the school. The full cost will be charged.



- f) Re-sits for public examinations where a student has failed without good reason to complete the requirements and which the Governing Body or the LA originally paid (or agreed to pay) the entry fee. The full cost will be charged.
- g) any other education, transport or examination fee unless charges are specifically prohibited. The full costs will be charged.
- h) breakages and replacements as a result of damages caused wilfully or negligently by pupils. Up to 100% of the costs will be charged at the discretion of the Headteacher.
- i) extra-curricular activities and school clubs
- j) If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. If a bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges are calculated.
- k) Letting of the school premises or grounds.
- l) Charges for materials or ingredients where the pupils wish to have the finished product. The full costs will be charged.
- Cost of transport to take part in work experience.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;



- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear (sinking fund)

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch 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 Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190



Special consideration may be made for hardship cases not fulfilling the above criteria. Where possible these will be funded from the school Endowment Fund. Where this is not possible, the Headteacher will apply discretion and fund the charges directly from school fund where there are adequate funds available.

Where voluntary contributions for an activity do not cover the costs, the department organising the activity will be expected to fund the shortfall from their capitation budget. Whole school activities such as activities day may be supported by the main school budget to a maximum of £2,000.

Where parents fail to pay required costs for activities during the school day (e.g. residential costs), students will be expected to attend school as normal.

### **Voluntary Contribution**

The school will also invite voluntary contributions from parents or others if it wishes to run an activity mainly or wholly during the school day for which it would require additional funding. However, no student should be excluded from such an activity because his or her parent cannot or will not contribute.

When inviting voluntary contributions for an activity parents will be, advised of the following, as appropriate:

- The activity cannot take place without some help from them.
- If there are insufficient voluntary contributions to make the activity possible and there is no way to make up the shortfall the activity will be cancelled.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.