



HAYDON SCHOOL

Charging Remissions Policy

2024-2025

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

Contents

- **Charging for School Activities**
- **Materials**
- **Equipment – Including Books**
- **Charging for School Visits**
- **Physical Education and Other Activities**
- **Music**
- **Examinations**

1. Charging for School Activities

1.1 The Education Act 1996 seeks to clarify those areas of school activities for which a charge can legally be made by the school and those areas where parents might be asked to make voluntary contributions. By so doing it seeks to ensure the right of all students to a free school education, and to establish that activities offered during the school day should be available to all students irrespective of whether their parents are able or willing to contribute to the cost of those activities.

1.2 The Act places school activities into one of two categories:

Those that occur wholly or mainly within the school day or which, whilst not within school day, nevertheless, part of an examination course or a course which is part of the National Curriculum. For convenience these have been referred to below as curriculum activities/visits.

Activities outside of these are regarded as 'optional extras'.

1.3 It also makes a distinction between activities for which a 'charge' can be made and one where the school can make a request of parents for 'voluntary contributions towards the cost'.

Where a charge can be made it must not be greater than the student's share of the actual costs involved.

1.4 In brief the Act makes it clear that parents cannot be required to pay for or, where appropriate, supply:

- Materials to be used by their child following a school course
- Equipment to be used for school lessons
- Activities which take place during or mainly within the school day
- The costs incurred in non-residential 'curriculum' visit
- The travel costs incurred in a residential 'curriculum' visit
- Musical instruments for use in group lessons held during the school day. Neither can they be required to rent or pay the insurance on such instruments
- Choral or individual singing lessons which take place during the school day
- Their child's entry to a 'prescribed' public examination for which they have been prepared

- 1.5 In each case, however, voluntary contributions can be requested or the parents asked to provide materials to be used for subjects such as Technology.
- 1.6 In the case of visits and activities the school has the right to organise them subject to there being sufficient voluntary contributions to cover the costs involved.
- 1.7 On the other hand the school can expect parents to pay for or, where appropriate, provide:
- School uniform, PE Kit and other similar clothing. (Essential protective clothing such as safety goggles must, however, be provided free.)
 - Items which have been lost or damaged as a result of misbehaviour
 - The cost of board and lodging in the case of residential school trips unless those parents have requested financial support with the trip's costs
 - The cost of visits which can be viewed as 'optional extras'
 - Activities which take place during the lunch hour or after school or which can be seen as 'optional extras'. Such activities would include weekend games
 - The cost of travelling from home to an activity such as Work Experience where the transport has not been provided by the school or the Authority
 - The instruments, music and the teaching for individual lessons except where they are part of the teaching for a prescribed public examination or the National Curriculum
 - The cost of music activities which take place outside the normal school hours. The cost can include the cost of the music, the instrument and the teaching
 - Entry to an examination for which the child has not been specifically prepared by the school yet which he/she wishes to sit, having reached the appropriate standard
 - The cost of entry to an examination where the student has failed 'without good reason' to sit for that examination having been entered for it
 - The cost of entry to an examination for which the student has been prepared outside of the school. Acceptance of such an entry is at the discretion of the school. (A student wishing to retake an examination despite being unable to attend further teaching in that subject within school can be viewed as having 'outside preparation' for the examination.)
- 1.8 The Act also places on the Governing Body of each school the responsibility for establishing a 'charging remissions policy' for their school.
- 1.9 The following pages seek to set out in full the policy, agreed by the Governing Body of Haydon School, in respect of charging for school activities.
- 1.10 In arriving at their charging remission policy the Governing Body has two aims:

- To seek to ensure that the education provided within Haydon is available to all students irrespective of whether their parents are able or willing to pay.
- To seek to maintain the quality and width of education currently offered and, where possible, to extend it.

1.11 For convenience the policy is presented in six sections with additional notes where necessary.

- Materials
- Equipment (including books)
- Charging for school visits
- PE and other activities
- Music
- Examinations

2. **Materials**

2.1 A letter will be drawn up and sent to parents in respect of courses in which parents have normally been asked to provide or pay for materials. That letter will include, where appropriate:

- (i) A brief outline of the course (e.g. what is to be made)
- (ii) The approximate cost which could be involved by the parents if they supply ingredients/materials.
- (iii) Arrangements for supplying small quantities of ingredients/materials and the cost.

The letter which, by law must include a statement of the parents' rights will also request their support of the teaching programme through voluntary contributions.

Parents will be asked to indicate in advance whether they will want to keep the product made by their child during their lessons. Those that wish to do so will be asked to contribute ingredients/materials as appropriate and/or to pay a charge.

2.2 Students who wish to purchase an item made during a lesson, having previously decided against doing so, will be allowed to do so. The amount charged will not exceed the costs of the materials and will be comparable to that paid by other students.

- 2.3 Students whose parents decided against buying the article their child has made will not be allowed to keep it. It will be retained by the school, disassembled and reused.
- 2.4 In order to control those charges which might reasonably be met by the school, students following GCSE courses D&T or Child Development, where they have a choice over the final cost of the end product, will be given a limit on the money which can be spent on it. This limit will form part of the design brief. The setting of the limit will be the responsibility of the Faculty Leader in consultation with the linked SLT member.
- 2.5 There will be no formal Remissions Policy for those students who are in receipt of free school meals. Instead the Faculty Leader will be informed of such students, where the information is known, and will be expected to exercise discretion in respect of the charges made of them and other students whose parents are known to be experiencing financial difficulties.

3. EQUIPMENT (including Books)

- 3.1 The booklet, given to parents prior to their children's entry to the school, will give advice to parents of those items of equipment that their child would find it helpful to have access to at home.
- 3.2 In those subjects where it is necessary for a student to have access to particular books or instruments, the department will be expected to have such items available for use by those who do not have their own or who do not have theirs in school. Where a homework is set which requires the use of such items the member of staff will be expected to first ensure that all of the class have access to them at home. Where students do not have access to them the department will be expected to loan the child the necessary item.
- 3.3 Calculators and other instruments, including pens and pencils, will be made available for use in examinations where students have not brought their own.
- 3.4 Essential items such as folders, drawing pads etc. will be provided free by departments. However, where an alternative exists to the item stocked and distributed by the department students will be allowed the option of purchasing it. Staff will be expected to advise on suitable alternatives where more than one exists.
- 3.5 A charge will continue to be made for replacing a lost book. The sum charged will cover the cost of the replacement.

3.6 Students will also be expected to pay for any damage they have caused as a result of their mistreatment or vandalism of property.

4. Charging for school visits

4.1 The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for visits and trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- part of the national curriculum;
- part of a syllabus for an examination that the students are being prepared for at the school;
- part of religious education.

4.2 The school can charge for 'extras' such as school trips outside of the school day which are not part of the curriculum, including board and lodging and will ask for a voluntary contribution for other trips.

4.3 Trip Leader will inform parents about the cost of the visit and any voluntary contribution the school is asking for. Trip Leader will make clear in an initial letter home that the visit can only go ahead if enough voluntary contributions are made. Any non-refundable payments will be made clear to parents at the outset. Parents who cannot pay for the whole cost of the trip will be invited to write to the Administrative Assistant to see if the school is able to help with the costs. It will be the responsibility of the parents to notify the school that they wish to claim such remission. Each application will be considered on a case-by-case basis.

4.4 Money for school trips will always be paid directly to the school. Under no circumstances should the trip money be processed through personal accounts.

4.5 No student will be excluded from a visit or an activity because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised, and the school cannot fund it via another source, the activity/visit will be cancelled.

4.6 Parents will not be expected to contribute towards the costs of those students whose parents are unable to or refuse to contribute. Those costs will be borne by the school.

4.7 All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

4.8 In the event that the trip is cancelled due to unforeseeable circumstances, it is at the school's discretion as to whether a refund is given to parents. The school will take into account the cost to the school, including alternative provision costs.

4.9 In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will discuss available options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

- 4.10 In the event that a student cancels their place on a trip, it is at the school's discretion as to whether a refund is given to parents. The school will take into account reasons for cancelling the place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. **All initial and second deposits for school trips will be non-refundable.** Trip Leader will inform parents of this when parents are provided with initial information about the trip.
- 4.11 In the event a student cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the student's place on the trip and whether the place on the trip can be offered to another student. **All initial and second deposits for school trips will be non-refundable.**
- 4.12 Where a student has previously cancelled a space on a school trip and received a full refund, the school reserves the right to refuse to allow the student to attend future trips and visits.
- 4.13 The school will take a common-sense approach to refunds and cancellations and will deal with cancellation and refunds on a case-by-case basis, ensuring that all students are treated equally.
- 4.14 Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.
- 4.15 Any excess of expenditure will be subsidised by the School.
- 4.16 The School will meet the cost of visits which involve students representing the School unless residential accommodation is required. In this case the School may request a contribution.

5. PE and Other Activities

- 5.1 Efforts will be made to protect the existing range of PE activities offered in Years 11, 12 and 13 by organising each out-of-school activity with the request that students make a voluntary contribution equal to the cost of the activity plus any travelling costs involved. The request for such contributions whilst emphasising the parents' rights will also warn that the activity will only go ahead if there is a sufficient level of support and hence funding.
- 5.2 Students whose parents are in receipt of free school meals or who are known to be in financial difficulty will not be barred from these activities on the grounds of being unable to pay. The cost of the activity, or a grant towards the cost in the case of the last category will be paid by the school.
- 5.3 In order to continue to encourage students to represent the school and in order to maintain the range of activities available to the students, the cost of travelling to fixtures will be financed by the school.

5.4 Deposits for trips are non-refundable. Balances and one off payments can be refunded if a replacement can be found within the time limit of departure and final payment to the third party (admin charges will be deducted).

6. Music

It is important to note that there is no obligation on the Governing Body or the Local Authority to provide the opportunity for students to receive instrumental tuition.

6.1 Students who wish to learn to play a musical instrument will be tested for musical ability and dexterity before being offered lessons. Only those who are felt to have musical aptitude will be allowed to have lessons.

6.2 The parents of those who wish to learn and who are thought to have the ability to do so will be contacted and their willingness to hire or buy an instrument ascertained. The allocation of school and borough instruments to those who are unable or unwilling to hire or purchase instruments will be decided by drawing names out of a hat.

6.3 In the event of there being more students having access to an instrument than allowed by the maximum agreed size of instrumental teaching group the matter will first be discussed with the appropriate member of the peripatetic staff to see if the group size can be increased, and if necessary, with the adviser with a view to an increase in the time available to the school. Where the number of students has to be decreased the decision as to who to exclude will be taken by drawing names out of a hat. Those students whose parents have agreed to rent or purchase an instrument will not be guaranteed lessons until the decisions about group size and composition have been made.

6.4 The present policy of not charging for extra-curricular activities in music will continue.

6.5 Consideration will be given to providing additional group and individual lessons in school either at lunchtime or after school so as to increase the range of instruments available to the students. The cost of these lessons will be borne by the parents.

6.6 The cost of individual lessons provided at the school will be remitted for students whose parents are known to be in receipt of Pupil Premium funding or to those whose parents are known to be experiencing financial difficulties. The cost of the lessons or grant will be met by the school.

7. Examinations

- 7.1 It is important to note that whilst parents cannot be asked to meet the cost of their child's entry to an examination for which they have been prepared entry to that examination is not automatic. The school can refuse to enter a child where, in its view, there are sound educational reasons for doing so. Such a decision must be open to appeal.
- 7.2 The decision as to whether a student should be recommended for entry to an examination at the end of a course will be made by the appropriate Faculty Leader in consultation with the student's teacher. Where appropriate the Year Leader will also be consulted. The decision will be based on the student's performance during the course.
- 7.3 Acceptable reasons for recommending that a student should not be entered for an examination at the end of a course will include:
- 7.4 GCSE/Vocational examinations - Failure to complete and submit the amount of coursework, classwork and homework required of a candidate in that subject by the date of entry.
- 7.5 A level - Failure to complete and regularly submit coursework, classwork and homework of an amount and standard appropriate for a student studying A level.
- 7.6 Attendance - Failure to attend school.
- 7.7 Other acceptable reasons might include the view that entry to too many examinations would constitute too great a load for a candidate or that, because of the limited grade range associated with a given paper, entry to it is likely to result in students obtaining a grade considerably lower than that of which they are capable.
- 7.8 A consultation evening will be arranged for parents so that time is made available for them to discuss the examination entries with staff. The meeting will take place at least a week before the final entries are recorded.
- 7.9 Parents who remain in disagreement with the list of recommended entries will have the right to appeal. The appeal will be heard by the Head and the student's Year leader. Their decision, which is final within the school, will be notified to the parents in writing.

Re-take Examinations

- 7.10 Students who wish to retake examinations will be expected to meet the costs of the retake and will be entered at the school's discretion. In arriving at that decision the following factors will be borne in mind:
- (i) The grade obtained in the previous examinations
 - (ii) The quality of any coursework being re-submitted
 - (iii) The examination load being undertaken by the student.
 - (iv) The previous work record of the student.
- 7.11 This does not apply to retakes for BTEC level 1 & 2 courses or for Maths & English retakes in level 2 in years 12 & 13.

Payment for entry to particular examinations

- 7.12 Students will normally be entered by the school in the Summer series of examinations which occurs at the end of their courses. Entry will be for those papers for which the student has been prepared by the school.
- 7.13 Payment for entries to examinations for which the student has not been specifically prepared by the school will be at the school's discretion.
- 7.14 The cost of an entry will be claimed back from a student's parents where the student either fails to complete and submit the relevant coursework for the final examination and/or fails to attend for one or more of the papers without good reason. Absence as a result of ill health, certified by a doctor's note, will be considered acceptable.
- 7.15 If the parent or student wishes to withdraw from the examination after the final entries have been made, the normal procedure having been observed, the parents will be required to bear the cost of the entry.

Document History

Date	Status	Comments
February 2013	Updated	To Finance & Premises Committee 25.03.13. Approved by FGB 13.05.13
July 2014	Updated	School time (1.2) and front cover changed only. To F & P 30.09.14 Approved. To FGB for ratification 01.12.14 Accepted
March 2016	Updates	To F & P 21.06.16 Approved – to FGB 12.07.16 for ratification-Accepted
June 2018	Amended	To F&P 14 Jun 2018 Approved – to FGB 5 July 2018 for ratification. Approved
October 2019	Updated	To F&P 14.10.2019. Approved To FGB 5.12.19 for ratification. Approved
October 2020	Updated	To F&P 19.10.2020. Approved. To FGB for ratification 03.12.20 Approved
October 2021	Updated	To F&P 18 October 2021. Approved. To FGB for ratification 09.12.21
June 2022	Updated	To F&P 22 June 2022. To FGB for ratification 20 July 2022 – Approved
June 2023	Updated	To F&P 22 June 2023 to FGB 12 July 2023
June 2024	Unchanged	To F&P 24.06.24