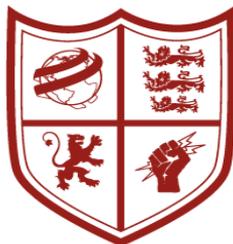


**Stretford**  
Grammar School  
*Aspirat primo fortuna labori*

## **Charging and Remission for School Activities Policy**

**Ratified by Governors : December 2016**



## **Charging and Remission for School Activities Policy**

**Date of Review:** 3 years

**Member of staff with overall responsibility:** Miss J. Evans

**Governing Body Sub-Committee with reviewing responsibility:** Finance and Resources Sub-Committee

### **PRINCIPLES**

The Charging and Remission for School Activities Policy is committed to and guided by the principles of:

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities, in schools maintained by local education authorities in England.

This legislation is further explained in Section 7 of the DfE document "The Governors' Handbook" issued November 2015.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481147/Governance\\_handbook\\_November\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481147/Governance_handbook_November_2015.pdf),

and in the Charging for School Activities document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf) issued October 2014.

These three documents provide the framework that underpins this policy. Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and of the three documents detailed above.

### **PURPOSE**

Stretford Grammar School does not make charges for:

- Admission applications;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment. However, parents/carers may be asked to contribute voluntarily towards the costs of materials or ingredients, where the finished product will then be owned by the student.
- 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 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;

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The cost of travelling to and from home when students are on work experience is met by the parents.

## **POLICY**

### 1. Voluntary Contributions

#### 1.1 Trips and Activities

Where charges are not made but where contributions need to be requested to ensure financial viability of the trip or activity, information sent out to parents will include the following statement: -

"Under the School's Charging and Remissions policy, we request a voluntary contribution of £\_\_\_ towards the cost of this activity. This amount reflects the actual cost per student of the activity. All students will be treated equally, regardless of whether a contribution is made. If insufficient contributions are made, we regret to inform you that the activity will be cancelled."

#### 1.2 Special Purposes Fund

An annual contribution towards Special Purposes Fund is requested from parents. These contributions are purely voluntary and a student will not be excluded from any activity because their parents have not contributed.

Donations are used to fund the improvement of student facilities within the school and the Headteacher will write at the end of each academic year to all parents detailing how these funds have been used

## **2. Activities for which charges are made**

### 2.1 Charges are made for: -

- Residential School Trips (section 2.2)
- Musical Instrument Tuition (section 2.3)
- Certain Fees associated with Public Examinations (section 2.4)
- Photocopying for Private Use (section 2.5)
- Cost of Damages (section 2.6)
- Optional Extras (section 2.7)

### 2.2 Residential School Trips

The board and lodging element on school trips will always be charged for. This is irrespective of whether the trip has occurred within school hours or not, or whether the trip has taken place to fulfil the requirements of the National Curriculum or as part of a prescribed syllabus. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

*Example 1: Visit during school hours*

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

*Example 2: Visit outside school hours*

Pupils are away from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### 2.3 Musical Instrument Tuition

The instrument tuition fees charged for individuals and small groups (of up to four) constitute a private arrangement between the tutor and the student. As such, fees are payable to the tutor direct and no charges are made by the school.

### 2.4 Public Examinations

As mentioned in section 2 above, all normal costs associated with prescribed public examinations are borne by the school. This includes any costs associated with re-marks and re-sits where the school has requested that these take place.

However, if a parent or guardian requests a re-mark, re-sit or a copy of an examination script, an amount will be charged to the parent to cover costs. This amount shall correspond to any relevant fee levied to the school by the examining body plus a £5 administration fee for each request.

There may be occasions when a request comes from another school to sit one or more of their students for an examination at Stretford Grammar School. In this eventuality, and where this request is accepted, all costs associated with the examination plus a £5 administration will be charged to the parents of those students.

### 2.5 Private Photocopying

All photocopying costs associated with provision of the curriculum are borne by the school. Private photocopying facilities are available for and payable in advance by staff and students. Details of the charges made for this are available in the Reprographics Office.

### 2.6 Cost of Damages

These include any damages to the fabric of the school premises (such as a broken window) and the defacing, loss or breakage of books or classroom equipment. In such cases, especially where the damage is due to unacceptable behaviour on the part of the student, parents will be asked to pay the cost of repair or replacement. Such charges may be reduced or waived on an individual basis if this is deemed to be appropriate on educational grounds, for example, in certain circumstances where a student has owned up to a misdemeanour or where the cost may result in financial hardship for a family.

## 2.7 Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - Part of the national curriculum;
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - Part of religious education;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit.

## 3. Remission of Charges

### 3.1 Residential Enrichment Activities (Board and Lodgings)

Where parents are in receipt of one of the following:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (correct at time of review, or prevailing rate);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27th October 2008

This aligns with the eligibility criteria for free school meals.

Parents may make an application to the Headteacher for assistance with the cost of enrichment activities, subject to funds being available. All applications will be considered on an individual basis using the criteria described above. There is an annual upper limit, currently £250 per student, and assistance is limited to a maximum of 50% per activity.

## 4. Conclusion

The Governors wish to continue to offer students as wide a range of opportunities as possible and hope that parents will, where possible, look sympathetically on requests for voluntary contributions.

## 5. Monitoring of the Policy

The associated member of SLT and School Business manager will provide governors with a written report concerning the amount allocated to such activities and the impact of the policy on enrichment and extra-curricular activities.