




THE BISHOP'S STORTFORD HIGH SCHOOL

CHARGING AND REMISSIONS POLICY

Date of last review:	September 2023	Review period:	1 year
Date of next review:	Autumn 2024	Owner:	Finance
		Approval:	



TBSHS: A truly all-round education



1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for a 'meal deal' for children who are entitled to free school meals. Pupils who are not entitled to free school meals (FSM) will be charged in accordance with the price list, including the 'meal deal' which are agreed by Governors and published annually.

Pupils who are not entitled to FSM but where the family is in financial difficulty may apply to the school for support from the School's hardship fund.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

There is no charge for examinations that are not on the set list, but have been arranged by the school. There **is a charge** of the examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see **Optional extras under section 5**)

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge for optional extras. Examples of optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities. The charges, when determined, will be published to parents/carers through the School's newsletter, official letters or the Website.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit 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 religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging: When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

Travel: Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities: The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

Parents will be asked to make a voluntary contribution towards curriculum trips and any parent in financial difficulty should apply for support in writing to the Director of Finance. No pupil will be excluded for this reason, however if there are insufficient funds to cover the costs, the trip may be cancelled

8. Music tuition within school hours

TBSHS follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

This School ensures that suitably checked and qualified music tutors are available for private lessons for students in school time. Parents contract directly with the individual music tutor for the course of lessons

If the teaching is an essential part of either the National Curriculum syllabus (GCSE or A-level) being followed by the pupil(s), remission may be available for parents in financial difficulty (see 11 below).

9. Extended services

TBSHS is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Where a charge is made for these extended services, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

Pupils who are not entitled to FSM but where the family is in financial difficulty may apply to the school for support from the School's hardship fund.

The Headteacher or Director of Finance will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Director of Finance or Headteacher.

12. Voluntary contributions

The Head or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any curriculum activity which takes place during school hours including trips and visits;
- school equipment materials, books, instruments or other equipment;
- cooking ingredients, Art Supplies or Design Technology materials
- School funds generally.

The contribution is voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. The governors recognise that they will have to continue to place great reliance on parents' voluntary contributions to ensure that these activities take place, and if insufficient voluntary contributions are received it may be necessary to cancel planned activities.

Any such requests for contributions will never exceed the actual cost. However, this excludes clothing and such items as aprons and football boots which parents will be expected to provide as part of the uniform.

13. Inability or Unwillingness to pay

TBSHS is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from a curriculum activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.