

<p>Dronfield Henry Fanshawe School</p> 	<p>Policy No: Fi</p>	Author:	CGI
		Committee:	Resources
	<p>Charging & Remissions</p>	Review Cycle:	Annual
		Initial Date Adopted	
		Latest Date Adopted	June 2020
		Minute No:	19/86
		Review Date:	June 2021

This policy will be reviewed annually by the Governors Resources Committee and will be adjusted in line with any subsequent guidelines from the DFE or Local Authority.

INTRODUCTION

Education during core school hours is provided free of charge by Dronfield Henry Fanshawe School. Core hours are defined as those where the school is in session, therefore excludes morning break and lunchtime.

The governing body **may not** charge for:

In delivering core education, the DHFS governing body ***cannot*** charge for:

- An admission application to the school;
- Education provided during core 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 student is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent/carer;
- Entry for a prescribed public examination ¹, if the student has been prepared for it at the school; and
- Examination re-sits ¹ if the student is being prepared for the re-sits at the school.

The governing body of DHFS **may** charge for:

- Any materials, books, instruments, or equipment, where the student's parent/carer wishes him/her to own them;
- Optional extras (see p.2);
- Music and vocal tuition (see p.4);
- Community facilities.

The governing body of DHFS reserves the right to request **voluntary contributions** for the benefit of the school or any school activities.

General fundraising/sponsorship may be used to support additional activities.

1. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Voluntary Contributions

The governing body of DHFS reserves the right to request voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents/carers at the outset. The governing body or head teacher must also make it clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no student will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

DHFS will ensure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents/carers must not be made to feel pressurised into making a contribution as it is voluntary and not compulsory.

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 materials, books, instruments, or equipment. Examples of optional extras are:

- Education provided outside of core school time that is not:
 - a) Part of the national curriculum;
 - b) Part of a syllabus for a prescribed public examination that the student is being prepared for at DHFS; or
 - c) Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the DHFS;
- Transport (other than transport that is required to take the student 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 student on a residential visit;
- Extended day services offered to students (for example breakfast club, after-school clubs, and supervised homework sessions).

In 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;
- The cost of transport, accommodation, entrance fees and sustenance;
- Support staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- Administration costs (parent pay) may be included in the fee charged.

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

It must not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during core school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental/carers choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Books/Equipment/Consumables

All material will be provided, but where a student or parent/carer wishes to retain items produced as a result of art, craft and design, or design and technology, a charge will be levied for the cost of the materials used.

In the case of Food Technology, parents will be asked to provide ingredients, on the understanding that the finished product can be taken home.

Revision guides are a supplement to the curriculum and will be charged for.

Replacement library books will be charged for in full.

Damage/Loss to Property

A charge will be levied in respect of wilful damage/vandalism, neglect or loss of DHFS property (including premises, grounds, furniture, equipment, books or materials). The charge shall be the cost of replacement or repair, including labour costs where applicable, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage/vandalism, neglect or loss of property (including premises, grounds, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to DHFS. The charge to be the cost of replacement or repair, including labour costs where applicable, or such lower cost as the Headteacher may decide.

Examinations

No charges may be made for entering students for public examinations that are set out in the regulations. DHFS will enter students for each examination in a public examination syllabus that the school has prepared the student for. This does not need to apply if DHFS think there are educational reasons for not entering the student, or if the student's parents/carer ask in writing that the student should not be entered. The LA may not override the Governing Body's decision on whether to enter a particular student for an examination.

An examination entry fee will be charged in the following circumstances:

- The examination is on the set list but the student was not prepared for it at DHFS;
- The examination is not on the set list but DHFS arranges for the student to take it;
- A student fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee;
- DHFS has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered (or student him/herself when over 18 years old);
In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
- Non-attendance at an external exam
- Re-takes, unless otherwise determined by DHFS leadership group.
- Re-marks, unless otherwise determined by DHFS leadership group.

Lettings and Community Use of Premises

DHFS will make its facilities available to outside users using the rates agreed annually by the Governing Body (The minimum charge for such use, will be the actual cost of providing the facilities). Please refer to the school lettings policy for the agreed charges.

School fundraising events will not be charged for so long as organisers have regard to the cost of staffing events, particularly those taking place at weekends.

Other fundraising events organised by bodies outside of the school may be charged for hiring the facilities and in any case will be charged for any expenses the school incurs such as energy and staffing costs.

Music Tuition

Although the law states that, in general, all education provided during core school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum. They also make clear that no charge may be made in respect of a pupil who is classified as 'looked after' by a Local Authority.

The current practice at DHFS is for parents to contract directly with the music tutor.

Reprographics

DHFS is able to provide a printing service to staff, students and the community, but will be at levels which will provide DHFS with a profit, whilst giving a competitive service.

Private Telephone Use (Staff only)

Private use of telephone is permissible, so long as the service is not abused.

Charges are made in line with those of the telecom provider. The cost of call logging software is prohibitive given the low call charges, so the honesty of staff is relied on to pay for any private calls.

School Journeys / Residential Visits

Charges **cannot** be made for the following:

- Non-residential visits held solely during core school hours;
- Non-residential visits where half or more of the visit (including travel) is inside core school hours;
- Residential Visits where the number of school time sessions (being a half day) outnumber the non-school time sessions. (A charge can be made for board/lodging, except where the family is on low income or in receipt of benefits or where the visit is provided to meet the duties of the National Curriculum.

Charges **can** be made for the following:-

- Non-residential visits which wholly take place outside school hours;
- Non-residential visits where more than half the time (including travel) is outside school hours;
- Residential visits where the number of school sessions exceeds the non school sessions.

Any charges must not exceed the cost of provision to each participating individual.

Charges and contributions requested are set to cover the anticipated costs. If the income from an activity exceeds the actual costs, DHFS will refund surpluses as follows:

- £3.00 or more per student where the activity charge is under £100.00
- £5.00 or more per student where the activity charge is £100.00 or over.

Surpluses under these limits will be held in the Private School Fund to support the cost of any whole year, house or school activities or clearing small unplanned debts on activities.

School to School Support

The school may charge for school to school support. Charges will be based on prevailing market rates and will be at the discretion of the Headteacher or Governing Body.

Transport

Schools **cannot** charge for:

- Transporting registered students to or from the DHFS premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when he/she has been prepared for that examination at the DHFS; and
- Transport provided in connection with an educational visit.

Refunds

Where voluntary contributions and payments for optional extras are made, these will in general be **non-refundable**. This applies to deposits and subsequent payments.

However, refunds or partial refunds may sometimes be made in circumstances where the school can save some or all of the costs relating to that cancellation, for example where a supplier offers a refund.

In many cases the school will have had to have made a firm booking with suppliers and will remain liable for the full payment.

In the case of UK and foreign residential trips the deposit commits the parents/carer to the full cost of that trip, unless the place can be reallocated to another student. In this case the deposit will remain non-refundable.

If the school takes a decision to remove a student from a trip for whatever reason, the monies collected will be refunded in full.

Remissions

Charges in respect of board and lodging will be remitted in full, if the parent/carer of a student is in receipt of the following support:

- Income support;
- Income based jobseekers' allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190);
- Guaranteed State Pension Credit,

The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

Students may also qualify for funding through grants from the Pupil Premium and the Post 16 Bursary.

Outstanding Debts

Charges will be levied as stated within the Charging and Remissions Policy.

Outstanding monies from parents/carers, community groups and individuals or businesses will receive reminders from DHFS.

Any debts remaining may be pursued by DHFS through the courts if necessary. The governors reserve the right to enforce debt collection through bailiffs following any County Court judgement.

Students that have outstanding debts will not be permitted on any non-curricular activity until the debt is cleared, for example social trips, residential trips or the school prom.

Examples of chargeable items. The list is not exhaustive and subject to change.

Item	Est. Cost (£)	Optional	Mandatory	V.C.
Student Photographs	From £13.00	*		
Replacement Bus Pass	£5.00		*	
Replacement Lunch Card	£3.00		*	
Technology Materials Y7/Y8	£15.00			*
Technology Materials Y9	From £12.50			*
Technology GCSE / A level	variable			*
Art Sketch Books	£1.00 - £4.00			*
Exam Resits	variable		*	
Maths Calculators (KS3/KS4)	From £9.00	*		
Maths Calculators (KS5)	£20.00 / £60.00	*		
Student Lockers	£15.00 (£5 refundable)	*		
Replacement Locker Key	£5.00		*	
Lost/Damaged Library Books (£5 admin fee added to unreturned Y11-Y13 books)				
Fiction	£6.00		*	
Text Books	Replacement Cost		*	
Revision Guides	From £2.75	*		
Replacement House Badges	£1.00		*	
School Ties	£5.50		*	
Blazer Badge	£6.50		*	
Replacement Planners	£2.00		*	
Y11 Prom	From £35.00	*		
Y13 Prom	From £35.00	*		
Y11 Year Book	From £14.60	*		
PE: Sports Team Hooded Top	From £17.00	*		
PE: A Level Shirt	From £13.75	*		
Drama Hooded Top	From £17.00	*		
Malicious Fire Alarm Activation	£30.00		*	
Photography Film	£3.75	*		
Vandalism	variable		*	