

## JKHS Charing and Remissions Policy

The Charging and Remissions Policy is based on advice from the Department for Education (DfE) on charging for school activities and in accordance with sections 449-462 of the Education Act 1996 (supplemented by the Education Acts 2002 and 2011). At John Kyrle High School (JKHS) the Charging and Remissions Policy considers charges that are applicable and where feasible, it minimises the financial barriers which may prevent some pupils taking full advantage of the opportunities the school offers.

1. The school governing body under the charging and remissions policy at JKHS cannot charge for:
  - a) admission applications to the school;
  - b) education which is provided during school hours;
  - c) 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;
  - d) instrumental or vocal tuition, for pupils learning individual or in groups - unless the tuition is provided at the request of the pupil's parent/carer;
  - e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
  - f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
  
2. The school governing body at JKHS can charge for:
  - a) any materials, books, instruments or equipment where the child's parent wishes them to own the item/s (this applies to practical subjects where parents may be asked for the full or partial cost of materials/ingredients if they have indicated in advance that they wish to own the finished product);
  - b) music and vocal tuition (see point 4);
  - c) community facilities (letting charges apply to room/facility hire); and
  - d) optional extras (see below).
  
3. Optional extras – at JKHS some activities can be charged for under certain criteria, such as:
  - a) education provided outside school time that is not 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;
  - b) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
  - c) board and lodging for a pupil on a residential visit;
  - d) extended day services offered to pupils, such as breakfast clubs, after-school clubs and supervised homework sessions; and
  - e) transport (other than transport that is required to take the pupil to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education elsewhere). Also if a parent who lives outside the transport catchment area but wishes their child/children to take advantage of available transport administered by the school, it will be charged at the Herefordshire Council rate which is payable per annum and subject to seats being available. Payments are collected via the ParentPay online system.

The school when charging for '*optional extras*' can include an amount in relation to:

- any materials, books, instruments or equipment provided in connection with the '*optional extras*', especially in specialised subjects where the pupil/parent has expressed a wish to own the finished product;
- the cost of buildings and accommodations;



- non-teaching staff;
- teaching staff engaged under contract or services purely to provide an optional extra, this includes supply teachers engaged specially 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'.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity and the cost will be divided equally by the number of pupils participating. Participation in an *optional extra* activity will be on the basis of parental choice and consent is mandatory. The parent/carer has to have a willingness to meet the charges or a pre-agreed concessionary rate. When any activity is arranged by the school, parents will be notified in writing of the criteria for allocating places if the trip has limited spaces.

#### 4. Music tuition

The Charges for Music Tuition regulation 2007 allows for charges to be made for tuition either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carers. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. Charges cannot be made if the teaching is either an essential part of the national curriculum or if the pupil is looked after by a local authority (section 22 of the Children Act 1989).

#### 5. Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible. There is no obligation for parents to contribute, and no child will be excluded from an activity if their parent(s) are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled. For parents experiencing financial hardship and in receipt of benefit, parents should complete a '*request for assistance*' form, available from the school and returned to the Business and Finance Director for consideration.

#### 6. Remission

In some circumstances, John Kyrle High School may offer a remission to parents however this is at the discretion of the Headteacher and the governing body and will depend on the activity in question. Parents who can prove they are in receipt of the following benefits, may gain remission: such as universal credit, Income Support, Income Based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit and State Pension Credit.

#### 7. Additional considerations

Additional considerations for charges, includes damage or loss to property where a charge can be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books and materials). The charge will be the cost of replacement or repair or a lower cost may be set at the decision of the Business and Finance Director. This charging criteria also applies if the wilful damage neglect or loss of property is concerning items belonging to a third party.

**Policy revised: March 2020**

**Revised by: Christine Bryan (Business and Finance Director)**

**Review date: Autumn 2021.**

