



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Mathew Harper BA Hons, NPQH



## Charging and Remissions Policy

School Policy/Procedure No: 58

*Last Reviewed November 2019   Last Amended: November 2018   Next Review: November 2020*

The Governing Body has resolved to make charges as allowed by the Education Reform Act 1988.

### CHARGING POLICY

#### School Meals

The charge for a school meal will be set annually by the Governing body as part of the annual budget setting process.

All meals taken by students who are not eligible for free school meals will be chargeable. There is no charge for students who are entitled to free school meals.

#### Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

Where parents decline to make the requested voluntary contribution, their identity will remain confidential.

If a sufficient level of contributions is not achieved, the activity will be cancelled and any monies already collected will be refunded to the relevant parents/carers.

#### Residential Educational activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
  - full cost of board and lodging on residential trips whether or not it takes place during school hours
  - parents / carers will be informed of the cost before the activity takes place
- costs of supply staff engaged to cover the staff accompanying students on a residential trip where the trip takes place during term time
- full cost recovery for residential activities that take place outside of school hours

The school will fund the cost of board and lodging on residential visits for children of families claiming free school meals.

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it is part of the school's curriculum

### **Music Tuition**

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.

The school operates on full cost recovery basis. However, in order to ensure equal opportunities for all students, charges for music tuition within school hours for students eligible for free school meals or children in care will be considered for remission in accordance with this policy (see remissions section).

There will be no charge applied if the music tuition forms part of a public examination syllabus being followed by a student of the school.

### **Examination fees**

No charge when:

- an exam is part of the curriculum
- an exam is on the school's set examinations list
- the student has been prepared for that exam by the school
- the exam is not on the set list, but has been arranged by the school

Charges do apply when:

- the student has not been prepared for the exam by the school
- the student wishes to re-sit an exam
- the student fails to reach the required standard without good reason (the school may ask the parents to pay the original exam fee)
- a student wishes to sit a BMAT exam

### **Extra-curricular activities:**

#### **Curriculum related clubs**

Where these activities run outside of normal school hours, (ie. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, materials, teaching or non-teaching staff, specialist staff /coaches and the cost of buildings and accommodation. The total charge will not exceed the actual costs incurred in the provision of the activity.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parents willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

## **Other areas:**

### **Charges apply:**

- for books and materials belonging to the school that a student has lost
- for books and materials that a parent wishes a student to keep after having been advised of the cost
- for activities taking place outside school hours that are not
  - part of the school's curriculum
  - part of a syllabus for a public examination that the student is being prepared for by the school
  - part of the school's basic religious education
- for property damage – each individual case to be decided upon by the Headteacher
  - full repair costs incurred as a result of wilful or reckless damage to school property by a student or parent/carer
  - full recovery of costs incurred by the school as a result of damage caused by a student to third party property
- if a student wishes to hire a locker for each academic year
- for unpaid cheque charges

### **No charge applies:**

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the
  - set curriculum including sports matches against other schools / academies
  - syllabus for a public examination that the pupil is being prepared for by the school
  - school's basic religious education syllabus
- for admissions, except in the case of failed appeals where costs may be recovered.

## **Voluntary contributions**

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled and any monies already collected will be refunded to the relevant parents/carers.

## **DBS checks**

The school may cover the cost of DBS checks for volunteers.

## REMISSIONS POLICY

A member of the Senior Leadership team will authorise the remission of charges in all cases.

The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and students; each event or case will be considered individually by a member of the Senior Leadership team.

**Note:** All data on Charging and Remissions stored in school is only shared in accordance with the school's Privacy Notice (e.g. other educational establishments, Local Authority, DfE)